Effective Management of Editorial Teams

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What does it mean to be part of an engaged Editorial Team?

Key benefits

• Working together to ensure focus of the journal
• Keeping on top of developments in the field, to benefit the journal
• Efficient working to ensure authors are provided with a decision as quickly as possible
  • Journal expectations
  • Clearly defined roles and responsibilities
  • Clear communication channels
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Challenges

• Time
• Workload
• Size of Editorial Team
• Wide distribution across geographical locations
• Unresponsive editors
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What are your specific ‘pain points’?

Discussion in break-out groups

15 minutes

• Pain points
• Possible solutions
• Examples of ‘what makes an engaged editorial board’, from your own experience?
Findings

Feedback from break-out groups
Solutions

High journal workload
- Consider a different Editorial Team structure – Senior Editors, Associate Editors, Special Issue Editors to share the load
- Clearly defined roles and responsibilities

Unresponsive Editors
- Ensure all parties aware of journal expectations and timeframes, and what benefit this provides to the journal
- Regular feedback and reporting – show how they’re doing against journal expectations/other editors
- Clear communication channels
Solutions

Wide distribution of Editors across geographical locations

Consider the best ways of **communicating**:

- Finding a balance between regular engagement, and too frequent/unnecessary communications

*Considerations: Size of Editorial Team*

What is most helpful?

- Email
- Regular teleconferences
- Newsletter updates
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How can Wiley help?

Staff in our internal Content Review Team, alongside our Wiley Journal Managers, can help to take away some of the additional tasks that may stop you from running an efficient Editorial Team

• Implement best practice on your journals to ensure they are running as smoothly as possible
• Effective reporting to see where there may be delays in the system
• Help in the selection and chasing of reviewers
• Help in training and onboarding of new Editors
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Summary and key take-away points

• Appropriate Editorial Team structure
• Clearly defined roles and responsibilities
• Effective reporting
• Clear communication channels
Thank you for listening and contributing today.

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