

BJPsych International

Role and Responsibilities of Editorial Board Members

Mission and Purpose of the Journal

BJPsych International is an open access journal. It provides an overview of current policy and practice in psychiatry from countries around the world. Original and scientific articles deal with the policy and promotion of mental health, the administration and management of mental health services, and worldwide training in psychiatry. BJPsych International's mission is to disseminate knowledge and best practice from low- and middle-income countries worldwide, by examining the relationship between culture, mental health and wellbeing. It aims to keep mental health professionals abreast of new developments in policy and practice worldwide, with a special focus on countries that have historically contributed little to international scientific literature. Further information regarding journal content can be found at:

<https://www.cambridge.org/core/journals/bjpsych-international/information/instructions-contributors>

Nature of role

This is a voluntary position, and there is no remuneration related to the post.

Purpose of role

The role of the Editorial Board is to advise and support the Editor, who has responsibility for the content of the journal.

Acting as an ambassador for the journal

Board members should help promote the journal to authors, readers and subscribers, and should encourage colleagues to submit their best work to us.

Strategic Development

Board Members are encouraged to contribute to innovative publishing initiatives and to provide advice to the Editor. Specific areas of strategic development could include:

- New ideas about journal content, format and direction
- Feedback on past issues
- Subject-specific expertise (e.g. service development and improvement in your particular community at low cost, teaching, new areas to look at, important conferences at which the journal should be promoted)
- Comparisons with other journals
- Policy developments, of both local and national significance
- Fostering links with other international institutions

Financial and commercial aspects of the journals are the responsibility of the Publications Management Board.

Attendance at meetings

Board meetings are held three times per year and it is expected that Board Members should attend at least one meeting per year in person, wherever practicable. If that is not possible, Board Members should contribute by teleconference.

Travel and subsistence

All travel and subsistence expenses will be reimbursed in accordance with College policy.

Board Member Commitment

Each calendar year, *BJPsych International* Editorial Board members are expected to undertake at least three activities from the following lists. Those with specified Editorial roles should contribute at least two activities.

Peer-review

We expect that you will, when asked:

- Review papers for the Editor, and re-review where necessary
- Provide second opinions on selected papers (e.g. where reviews are incomplete, or rejection of a commissioned article has been recommended)
- Help identify suitable reviewers for papers with local/regional significance
- Possibly oversee the review process for several papers in a particular theme – choosing reviewers and contributing to the final publication decision

Contributing content

Board members should:

- Identify themes of relevance to their professional interests and/or locality, and contribute relevant and original content to the journal
- Identify and take responsibility for proposing new and relevant topics, approaching potential authors and managing the initial editorial process
- Encourage contributions from local/regional colleagues whose work is aligned with the mission of the journal

Specific areas of responsibility

Some Board members may be asked to take responsibility for a specific part or aspect of the journal. All members of the Editorial Board should be open to taking on additional responsibilities (e.g., as a Regional Editor, see separate job description)

Board members may be asked to participate in specific projects from time to time.

Contacts

The Editorial Board member will work closely with the Editor of the Journal and Board members with sub-editorial roles. Other contacts may include the Managing Editor, Head of Publishing, journal staff and Cambridge University Press production staff.

Term of office

The term of office is 3 years, but journal-related activities of all Board members will be subject to annual review by the Editor. Terms may be extended at the discretion of the Editor.

Good standing

The Editorial Board member must be, and must remain, in good standing with the College. If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.