
Role and Responsibilities of Trainee Editors

Journal mission

BJPsych Advances distils current clinical knowledge into a single resource, written and peer-reviewed by expert clinicians to meet the CPD needs of consultant psychiatrists and mental health professionals. Each issue includes commissioned articles dealing with physical and biological aspects of treatment, psychological and sociological interventions, management issues and treatments specific to the different psychiatric subspecialties. For further information visit: [BJPsych Advances | Cambridge Core](#)

Nature of role

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

Time commitment

It is anticipated that Trainee Editors will need to devote one session per week to this work.

Purpose of role

The purpose of the role is to develop editorial skills with close guidance from the Editor-in-Chief and members of the editorial board.

Responsibilities and commitment

Trainee Editors undertake a variety of tasks for the journal and responsibilities include:

- reviewing multiple choice questions (MCQs) and learning objectives associated with *BJPsych Advances* articles and re-writing if necessary (approximately 25 reviews per year)
- providing second opinions on submissions (e.g., where reviews are incomplete, or rejection of a commissioned article has been recommended)
- conducting gap analyses to identify new areas for commissioning
- learning how to handle manuscripts through the peer review process with supervision and mentoring
- commissioning submissions for the journal, identifying topics and seeing them through to publication
- producing podcasts and other digital content for the journal
- undertaking additional duties such as journal development projects – all ideas welcome!

Journal development and strategy

All board members provide advice on a range of subjects, for example:

- Future direction for the journal

- Subject-specific expertise (e.g., teaching, new areas to look at, important conferences at which the journal should be promoted)
- Feedback on past issues
- Competitor comparisons
- Policy developments
- Fostering links with other institutions

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

Attending board meetings

Board meetings are held three times a year and attendance in person or via teleconference is permitted. We require board members to attend a minimum of at least one meeting each year.

Travel and subsistence

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

Ambassador for the journal

Board members should promote the journal to authors, readers, and subscribers, and should encourage colleagues to submit their best educational work to us. Trainee Editors should assist with promoting the journal to trainees and help the board understand how trainees access and use the journal.

Term of office

The term of office is 3 years, but journal-related activities of all board members are subject to annual review by the Editor-in-Chief. After this period, Trainee Editors are eligible to be considered as editorial board members. Terms may be extended at the discretion of the Editor-in-Chief.

Contacts

The Trainee Editors will work closely with the Managing Editor, Editor-in-Chief, and board members with sub-editorial roles. Other contacts will include members of the Publishing team.

Declaration of interests

We ask all board members to provide a declaration of interests and to update this as necessary

Good standing

The Trainee Editors 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.

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