



Editorial Board Members: Roles and Responsibilities¹

September 2011

Editorial and Strategy

1. To work as an active² member of the Editorial Board led by the Academic Editor to ensure the overall effectiveness of the Journal e.g. the quality of submitted papers, scope of dissemination plans and the development innovative approaches to advance the work of the Journal.
2. To submit own papers to the Journal – one paper every two years.
3. To actively encourage colleagues and peers in your region/countries to submit a wide range of papers to the Journal.
4. To write occasional guest editorials, commentaries and suggest/edit special issues.
5. To act as the first point of contact and support for authors in your region up until the point of submission for peer-review.
6. To mentor novice writers through to (joint) publication and encourage other colleagues to do the same.
7. To read and cite papers in the Journal and encourage readership, especially within own institution.
8. Ensure that the Journal is included on subject/module reading lists and suggested further reading in academic institutions.
9. To participate in Editorial Board meetings and providing informed opinions on matters discussed.
10. To advise on evaluation of the Journal, editorial strategy and future development.
11. To advise on developments among other competing journals.
12. To notify the Managing Editor of attendance at international conferences in order that up-to-date publicity material about the Journal can be provided to share and discuss.
13. To deputise for the Academic Editor if needed.

Reviewing

1. To review papers as requested providing constructive and encouraging reports to the Academic Editor and author(s).
2. To assist in the identification of other specialist reviewers.

Marketing

1. To promote the Journal by assisting in the distribution of promotional material when attending national and international meetings and conferences and within own institution.
2. To raise the profile of the Journal locally on a regular basis e.g. through librarians, department/team meetings, notice board displays.
3. To advise on best conferences for marketing.
4. To advise on mailing lists/websites etc.
5. To provide the Publisher (the Foundation of Nursing Studies) with marketing information to enable promotional material to be targeted to relevant groups.
6. To assist the Editor and Publishers identify relevant societies and associations to link to the Journal.
7. To actively encourage peers and colleagues to become a Friend of FoNS³ (free registration) so that they can access the Journal.
8. To post items about the Journal on discussion groups/e-mail networks etc.
9. To identify papers for media coverage or drawing media coverage to the editor's attention.

NB:

1. These Roles and Responsibilities will be reviewed in July 2012.
2. As an active Editorial Board Member, it is anticipated that each year you will contribute to the Journal by reviewing a paper; and/or writing a commentary or guest editorial; and/or supporting a novice writer.
3. By becoming a Friend of FoNS, you will receive regular information about innovation and improvement opportunities e.g. support and funding, events, new publications etc. directly into your email inbox.