

# BJPsych Bulletin

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## Process for recruitment of *BJPsych Bulletin* Editorial Board member

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A CV and cover letter should be sent to the Managing Editor at [BJPBulletin@rcpsych.ac.uk](mailto:BJPBulletin@rcpsych.ac.uk). Applicants should read "The role of an Editorial Board member of *BJPsych Bulletin*" before applying.

Applications will be considered based on the following criteria:

- Will the applicant's qualifications benefit the strategic editorial direction of the journal?
- Is there a vacancy and/or need on the Editorial Board for the applicant's expertise?
- Does the applicant have a peer review record for mental health research?
- Does the applicant have journal editing/publishing experience?

Applications will be considered by the Editor-in-Chief who may also discuss with editorial board members.

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## The role of an Editorial Board member of *BJPsych Bulletin*

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Membership of the Editorial Board is voluntary and there is no remuneration attached to this position.

Its purpose is to support the editor, who has ultimate responsibility for decisions to publish and for the development of the journal.

### **Term of office**

The term of office will be for three years in the first instance, subject to annual review by the Editor. Terms may be extended at the discretion of the Editor.

### **General Responsibilities**

Responsibilities are attached to membership of the Board as follows:

- Review papers for the Editor, and re-review where necessary
- Assist when there is uncertainty about the standard of a paper and whether it should be rejected without review
- Assist where there is a major dispute between reviewers about the suitability of a paper for publication and the subject matter is outside the editor's area of expertise
- Assist in identifying suitable reviewers in a highly specialized/niche area

- Act as editor for a particular paper where the editor has a conflict of interest
- Identify future contributors for review papers, editorial writers or special/miscellaneous papers

### **Journal Development**

It is expected that members of the Board will promote the journal to other mental health professionals and especially to psychiatric peers, trainees and other colleagues.

As well as generally encouraging colleagues to read the journal, it is essential that Board members encourage the submission of papers, of a suitable standard, to *BJPsych Bulletin*. Also, drawing on suitable papers from *BJPsych Bulletin* for use in journal clubs is strongly recommended.

Board members will be asked to provide guidance on future developments within the journal and invited to suggest such areas also.

### **Specific areas of responsibility**

Some Board members may be asked to take responsibility for a specific part or aspect of the journal such as letters to the editor, book reviews, editorials etc.

### **One-off projects**

Board members may be asked to participate in specific projects e.g. redesign, commissioning articles for special editions, proposing topics for special editions, writing commentaries for editorials, etc.

### **In-house contacts**

The Editorial Board members should meet with key members of the publications department at the College offices including the Head of Publishing and the Managing Editor, *BJPsych Bulletin*.

### **Attending Board meetings**

Board meetings are held two or three times each year. Attendance in person is preferred, but also acceptable is remote attendance by telephone link. Such attendance, either in person or remotely, is mandatory for one meeting annually, although significant contributions in other areas might outweigh this requirement.

### **Travel and subsistence**

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

### **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.