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## Editorial Board

### Overview

An Editorial Board is primarily made up of a team of individuals that work directly with the Editor to develop the journal and promote new initiatives. Members of the Board may also take responsibility for key activities linked to the journal, for example the Book review editor or Section Editor (such as Section Editor for Systematic Reviews). It is important to state the difference between those individuals directly involved in the management and development of the journal from those who may be reviewers and adopt an advisory capacity.

The Editorial Board normally appoints a chairperson, who could be one of the board members or could also be the Publisher. When there are meetings, either face to face, teleconferences or Skype, the Chairperson would manage the agenda and the meeting of the Editorial Board.

Editorial Board members are chosen for their expertise in key areas related to the journal or chosen for their international presence in the field. There are instances where excellent long-standing reviewers can also be asked to join the Editorial Board. They are normally also from the same expert field as the journal topic.

Depending on the roles and responsibilities set by the publisher, the Editor typically reports directly to the Editorial Board.

A journal's Editorial Board normally undergoes a complete renewal after a set period determined by the Editor and Publisher (three years is an average time). This will involve removing some individuals, inviting others, and renewing some existing members for another term. It is important when inviting a Board member that this issue of term of office is included in the invitation letter to avoid any misunderstandings that can arise.

### Role of an Editorial board:

- To offer expertise in their specialist area
- To review submitted manuscripts
- To advise on journal policy and scope
- To work with the Editor to ensure ongoing development of the journal
- To identify topics for Special Issues of the journal or recommend a Conference which would promote the journal, which they might also help to organize and/or guest edit
- To attract new and established authors and article submissions
- To submit some of their own work for consideration, ensuring that they adhere to Conflict-of-Interest rules and stating their relationship to the journal. This is very important as the journal cannot be seen to publish only papers from members of the Editorial Board.
- It is important that Editorial Boards have a regular communication forum, either face to face in person (Depending on their country of origin, funding availability, etc.) or as more journals are doing today, communicating by teleconference or Skype type events.

### Recommendation of New Editorial Member

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## Selection Criteria

The quality of a journal is in a way reflective of the quality of its Editor(s) and Editorial Board and its members. As such, it is recommended that a meticulous screening criterion be adopted for their appointment.

As Pacific International Journal an International journal, Editors need to ensure that the content is from a wide range of international authors, have an Editorial Board that has international expertise and where appropriate that are well represented geographically. Making it clear as well in the invitation to these international board members the expectations that you have of them in terms of reviewing and promoting the journal at international events in their country and to their colleagues who may then consider submitting articles to the journal.

There are no specific rules for the number of Board members appointed; this is entirely the responsibility of the Editor and / or the Publisher of the journal. In general, the main Editorial Board should be smaller than any International Advisory Committee / Council, as its members need to support the editor with the immediate issues related to journal activity and development. The following issues can be considered when selecting members for a new Editorial Board:

The members need to represent the full geographical range. Pacific International journal published in Pakistan has International in its title, it would be necessary to see members on the main Board from other countries. These could also be invited to join an International Advisory Board –ensuring widespread dissemination of the journal’s activities and content)

Board Members' expertise should represent the subject area (s) covered by the journal's aim and scope (Policy).

It is important that Board members are active in their specialist field and are therefore up to date with what is happening in research and developments in that field. The Editor should already be familiar with many of these and can invite new members from these colleagues and peers. Many of these will be authors who have already published in the journal and/ or written books on related topics. Editors need to be very clear as to why they have chosen to invite someone to the Editorial Board or any other related Board.

Former Guest Editors of special issues and authors of key reviews

Reviewers whose reviews are of a high standard over a long period of time and who have shown an interest in the direction of the journal.

Depending on the nature of the Pacific International journal some Board members may be invite from business or other type of industry. This demonstrates affiliation with people in the field. Editors will exercise caution of course with any conflict-of-interest areas.

Individual requests from people who wish to be considered for membership. Your publishing contact will be able to help you to assess the quality of candidates whom you might not know personally, and you can also request a Curriculum Vitae (CV) from them along with a letter outlining their reason for the request and why they are interested in the role and publishing

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generally. Choosing someone from this route can be discussed with the publisher. Very often, editors are approached by people to ask if they can join the Editorial Board as this is seen as a criterion for promotion in many countries. However, it is always advisable to approach these situations with caution and adopt a policy as above, where CV, letter and discussion with the publisher is required.

Another aspect of the role is speaking to colleagues, through teleconferences or other communication system. This is in addition to the ongoing daily email correspondence with authors, potential authors, paper submissions and inquiries which is very difficult to quantify on the amount of time spent in total.