

intellect Journals



Journal Board Resources

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Introduction

Running a journal is a lot of work, and being an editor comes with many hats. One of them is managing the Editorial and Advisory Board. These boards are there to **support you in steering your journal in the right direction**, and once well managed, they will carry some of the day-to-day load, too.

We have put together some tips and suggested action points on how best to approach the objectives of a board, as well as the recruitment process and board maintenance.

Communication is key, and the more that board members feel encouraged to be involved, the more support you will enjoy as an editor.

Additionally, please feel free to direct any queries you may have to mareike@intellectbooks.com or your production manager.

The Advisory Board

The Advisory Board is a list of established scholars who act as ambassadors for the journal. These are typically the **academic heavyweights in the journal's field**. They lend their names to the journal in order to bolster its reputation and actively promote it through word of mouth recommendations, lobbying libraries and liaising with the journal's marketing manager on means and methods of publicising the journal. Moreover, we advise editors to choose Advisory Board members who wish to give advice and feedback on the direction and general content of the journal. That said, Advisory Board members do not have the ability to make editorial decisions. This is the job of the editors. **We advise editors to select between ten to fifteen people to serve on the Advisory Board and to monitor their commitment.**

Their duties

- *Provide recommendations on editorial policy.*
- *Give feedback when requested.*
- *Advise on emerging trends in the field, issues and journal direction.*
- *Actively engage in research.*
- *Encourage academics to guest-edit and contribute to the journal.*
- *Encourage their own institution's library to subscribe to the journal.*
- *Promote the journal at conferences and events.*

The perks

- *Personal online access to all issues of the journal*
- *50% discount on personal print subscription*
- *50% discount on single personal print copies*
- *50% discount on first year institutional subscription for their affiliated institution(s)*
- *20% discount on Open Access fees*

The Editorial Board

1. OBJECTIVES OF AN EDITORIAL BOARD

The Editorial Board is a list of scholars who **conduct peer reviews** of articles the editors are considering for publication. They also **actively promote** the journal in the same manner as is expected of the Advisory Board. The Editorial Board is a further tier to the **network** of ambassadorial well-wishers we use to promote the journal. We advise editors to select a broad and diverse pool of scholars whose knowledge and experience reflect the editor's ambitions for the aims and scope of the journal. We also advise editors to select academics who can dedicate the necessary time and energy to peer review.

Their duties

- *Provide content by occasionally writing articles, reviews, etc.*
- *Review submitted manuscripts.*
- *Advise on journal policy and scope.*
- *Identify topics for Special Issues.*
- *Attract new authors and submissions.*
- *Promote and endorse the journal to their colleagues and peers.*
- *Encourage usage of the journal.*
- *Identify appropriate conferences where the journal should be present in one way or another.*
- *Assist the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.*

The perks

- *Personal online access to all issues of the journal*
- *50% discount on personal print subscription*
- *50% discount on single personal print copies*
- *50% discount on first year institutional subscription for their affiliated institution(s)*
- *20% discount on Open Access fees*

Board members are ambassadors for the journal and should act accordingly. They are an essential mainstay of the journal and their work ensures the originality and high quality of the journal's content. If board members do not serve the journal sufficiently, we would urge you to replace them. The best boards are based on interaction, communication and the excitement and collaborative nature of research. Board members that feel like they have an impact and are listened to will help bring the journal forward naturally.

Action points

- Check your Aims & Scope – are you attracting the correct authors and audience? Is your board’s expertise covering all of the subject areas mentioned in the Aims & Scope?
 - Keep a ‘Call for Editorial Board Members’ on file to be able to remind yourself, existing and new board members of the objectives.
 - Is your board from a range of institutions and does it include a range of nationalities? Are you representing a diverse range of backgrounds? Is it diverse and balanced in terms of gender?
-

2. RECRUITING NEW EDITORIAL BOARD MEMBERS

When recruiting new Editorial Board members, it is of course important that they have **knowledge of the specific field**. While senior academics are often the first choice when it comes to trusting an opinion, it is also important to **make new voices heard**, following new trends and methodologies within research.

Potential candidates and recruiters are: authors, guest editors, peer reviewers, colleagues of current board members, etc.

If your journal has a relatively wide scope, it is important to cover all bases so that the chances of finding a peer reviewer (or just an opinion!) within the board are high. Please always provide them with the above list of responsibilities so any new candidate can **judge whether they will be able to commit to the needs of the journal**. It is worth considering having a **set period of ‘serving’ time**. This will ensure that less active members can be exchanged for more active ones (without having to have potentially challenging conversations), and new voices for new developments in research can be added regularly. Active members that can still commit should be welcome to stay on the board if that works best for you.

It’s advisable to **track peer review engagement in order to find new recruits**. If you use a submission system, you can add notes of the activity in the system, if not, then another way of tracking is recommended. This can be used to **show both active and inactive board members**, as well as to recruit new members: when you receive a high volume of high-quality activity from a reviewer, you should consider whether their commitment could be used in a more official way; ie. appointing them as a board member. This also applies to well-cited and well-read authors. Intellect can provide reports on citation and online usage upon request. Inactive members should, as a first step, be reminded of their duties, and as a second step removed from the board if the inactivity persists. **Unresponsive members are a red flag**.

Whether a 'serving period' is introduced or not, it is important to regularly revise the constellations of a board while taking **the direction of the journal, as well as diversity and inclusivity**, into account. As an editor, it is important to be aware of the direction the field is taking and to appoint members strategically to **accommodate the subject areas you specify in your Aims & Scopes**.

Any board must also be international in scope so that the journal is represented globally. This is a requirement to rank in important indexes such as Scopus and Web of Science, so there's a double incentive. Please note from the Web of Science's selection criteria: 'Most Editorial Board Members should have a discernible publication history in the Web of Science. Editorial Board Members' citation networks should be appropriate to the category and to journals of comparable scope'. Intellect is an international publisher and, by default, all our journals are international; all the more reason for editors to find international board members, and to move away from purely Eurocentric or US-centric teams. In the long term, this will also make your journal more sustainable: an international Editorial Board equates to an international readership.

Action points

- *Keep track of the activity of current peer reviewers and authors and invite suitable candidates to join the board.*
- *Consider a 'serving period' for board members.*
- *Check board members against Aims & Scopes.*
- *Make sure the board is diverse in terms of gender, ethnicity, disability, geographics, seniority, etc.*
- *Inform the rest of the board of new recruits.*

3. MAINTAINING AND ENGAGING THE BOARD

The introduction of a 'serving period' doesn't have to be set from the get-go, but can be introduced later in the life of the journal, or after new editors have inherited a board. It is proof of an active editorial team and should be welcomed by board members. **It is a service, but also a privilege**, to be on a journal's Editorial or Advisory Board, which should be kept in mind by everyone involved.

It is advisable to **keep track of the activity (high and low) of board members**, and of course to keep an **up-to-date contact list** of them. If you can't reach them about any of the above responsibilities, they are not active members and should therefore not be on the board.

It is also important to **send regular updates** to the board so that they know where the journal stands. This should happen **at least with every new issue** (along with asking the board to share the news with their peers) and at the end of the year.

An annual board meeting helps to bring together all members and remind them of the duties as well as the joys of being on your board.

Action points

- *Keep track of activity of existing board members.*
 - *Remove inactive/unresponsive board members regularly.*
 - *Send regular updates – e.g. when a new issue has been published.*
 - *Plan annual board meetings.*
-

4. ANNUAL BOARD MEETINGS

Annual board meetings offer great opportunities to catch up with part or the entire board regularly. It can contain **briefings on forthcoming ideas such as call for papers, an opportunity to take questions and suggestions, upcoming conferences/events or any editorial changes**, amongst a wide variety of other subjects. It is always useful to end each meeting with a list of action points for the next months/year, and to share them together with the notes of the meeting with all members. This will keep everyone up-to-date and encourages continuous work.

It is always advisable to try and catch up with board members at conferences or other events. A board meeting can even be tied in with a conference where a majority of members will attend. The network that is built through the board is essential for the strength of the journal and should be considered an important task for journal editors.

Action points

- *Organise annual meetings and request that members come up with a list of improvements for the journal based on their experience.*
- *In the meeting, share relevant issues regarding the journal and future plans (e.g. next issues, conference attendance, etc).*
- *Check with the publisher regarding statistics of citation and subscriptions.*
- *Ensure that the agenda items will benefit from the board's input.*
- *End with a list of action points and assign people tasks clearly.*

Support from Intellect

Intellect will help where possible, so please don't hesitate to contact your production manager with any questions or problems. We are happy to provide reports, advise on Calls for Board Members and will use our networks to promote the journal.

Additionally, please feel free to direct any queries you may have to mareike@intellectbooks.com.

TEMPLATE EMAILS

New issue publication

Dear Board Members,

I am pleased to announce the publication of [Journal, issue and number] on [special issue title if applicable]. This [special] issue was compiled and edited by [guest editors]. You should be able to access it within a few weeks from now.

Members of the [Journal]'s boards can access this and all previous issues of the journal here:

<https://www.ingentaconnect.com/contentone/intellect/>

Username:

Password:

Please make sure to share this news with your colleagues, students and departments, encourage citation and conversation, and – if not subscribed already – do also let your librarian know. The first year of subscription is discounted by 50% for board members' institutions.

The plan for the forthcoming issues is [...]

Please be aware of the following events, calls for papers and deadlines: [...]

Thank you for your continued support of [Journal]. Do feel free to contact me with any ideas you have for improving the journal and expanding its impact.

Best wishes,

[Name]

Welcoming a new Editorial Board member

Dear [Name],

Thank you for joining the Editorial Board of [Journal] – we're very pleased to have you join us. With the help of the Editorial Board, [Journal] will be able to keep responding to new developments in the field. Your opinion, experience and knowledge are highly appreciated! Please feel free to get in touch with any ideas or suggestions you have.

Being part of the board means being an ambassador for [Journal], so it is important to the editorial team that members feel encouraged to voice their opinion, as well as advocate for the journal among their peers. The responsibilities comprise of:

- Providing content by occasionally writing articles, reviews, etc.
- Reviewing submitted manuscripts.
- Advising on journal policy and scope.
- Identifying topics for Special Issues.
- Attracting new authors and submissions.
- Promoting and endorsing the journal to colleagues and peers.
- Encouraging usage of the journal.
- Identifying appropriate conferences where the journal should be present in one way or another.
- Assisting the editor(s) in decision-making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.
- Attending the annual meeting.

In return, you will benefit from the following perks through the publisher Intellect:

- Personal access to all issues of the journal
- 50% discount on single personal print copies
- 50% discount on personal subscription (online, print, print and online)
- 50% discount on first year institutional subscription for your affiliated institution(s)
- 20% discount on Open Access fees

We aim to have regular contact with our board members in order to facilitate discussions and knowledge exchange, so we will update you about new issues being available etc.

Members of the [Journal]'s boards can access this and all previous issues of the journal here:

<https://www.ingentaconnect.com/contentone/intellect/>

Username:

Password:

Please always let us know about any contact details or affiliation changes – we will then ask the publisher to update the website and inside cover of the journal, as well as being able to continuously reach you of course. Please also keep us posted about any changes in your circumstances, and if you have to terminate your service for the board before the end of [month/year] when the editorial team will reassess and restructure the board.

If we don't hear from you for [an extended amount of time/xxx weeks/months] after trying to get in touch, we will assume that you're no longer interested to serve on the board.

Again, it's great to have you on board! Welcome, and thank you on behalf of the editorial team.

Best wishes,

[Name]

Welcoming a new Advisory Board member

Dear [Name],

Thank you for joining the Advisory Board of [Journal] – we're very pleased to have you join us. With the help of the Advisory Board, [Journal] will be able to keep responding to new developments in the field. Your opinion, experience and knowledge are highly appreciated! Please feel free to get in touch with any ideas or suggestions you have.

Being part of the board means being an ambassador for [Journal], so it is important to the editorial team that members feel encouraged to voice their opinion, as well as advocate for the journal among their peers. The responsibilities comprise of:

- Provide recommendations on editorial policy.
- Give feedback when requested.
- Advise on emerging trends in the field, issues and journal direction.
- Actively engage in research.
- Encourage academics to guest-edit and contribute to the journal.
- Encourage their own institution's library to subscribe to the journal.
- Promote the journal at conferences and events.

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If we don't hear from you for [an extended amount of time/xxx weeks/months] after trying to get in touch, we will assume that you're no longer interested to serve on the board.

Again, it's great to have you on board! Welcome, and thank you on behalf of the editorial team.

Best wishes,

[Name]

Removing an inactive board member

Dear [Name],

I'm writing today in regards to a restructuring of the Editorial Board of [Journal title]. The editorial team and I have noticed that over the last [xxx] months, your activity on the board seemed to have dropped - we all appreciate life, work or both can get the better of us, so I would like to check with you whether you are still interested in serving as a board member for our journal.

As a reminder, the duties are:

- Providing content by occasionally writing articles, reviews, etc.
- Reviewing submitted manuscripts.
- Advising on journal policy and scope.
- Identifying topics for Special Issues.
- Attracting new authors and submissions.
- Promoting and endorsing the journal to colleagues and peers.
- Encouraging usage of the journal.
- Identifying appropriate conferences where the journal should be present in one way or another.
- Assisting the editor(s) in decision making over issues such as plagiarism claims and submissions where reviewers can't agree on a decision.
- Attending the annual meeting.

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- 50% discount on first year institutional subscription for your affiliated institution(s)
- 20% discount on Open Access fees

Please let me know if you would like to remain on the board and if any of your contact details need to be updated (affiliation, preferred email address, etc.). If I don't hear from you by [date in ca 3 weeks], I will assume that you are no longer interested and will remove you from my list of contacts and the board.

Either way, I want to send my heartfelt thanks for your time and efforts that have helped shape [Journal title].

Best wishes,
[Name]

Call for Editorial Board Members

Please note, Intellect is happy to put the Call for Editorial Board members in the template layout and distribute through Intellect's marketing channels. Please contact your Production Manager at Intellect for help.

Call for Editorial Board

The Editors of [Journal title] are seeking enthusiastic editorial board members to join the team of this exciting journal.

Aims and Scope

[add Aims & Scope]

Editorial Board

We are looking to welcome new members to the Editorial Board. As a board member you will be expected to:

- Provide recommendations on editorial policy.
- Give feedback when requested.
- Advise on emerging trends in the field, issues and journal direction.
- Actively engage in research.
- Encourage academics to guest-edit and contribute to the journal.
- Encourage their own institution's library to subscribe to the journal.
- Promote the journal at conferences and events.

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- 50% discount on first year institutional subscription for your affiliated institution(s)
- 20% discount on Open Access fees

For questions or enquiries please write to [add contact details].

If you are interested in joining the Editorial Board, please provide a cover email outlining your reasons for wanting to join the [Journal title]. Please also attach a CV.

Deadline

[add deadline]