



**Editorial Board Member:  
Expectations and Benefits**

## Editorial Board Member: Expectations and Benefits

Our Editorial Boards serve the research community by providing efficient, robust and constructive handling of papers. We believe that the true value of research often exceeds its perceived value and that the entire research community benefits from the publication of scientifically sound, reproducible research. As an Editorial Board Member, you contribute to this goal by applying your expertise as a representative of your field, guided by your assessment of the potential of an article after revision, and acting in accordance with the ethos of your journal. In doing so, the role of the Editor is to ensure that any good quality articles you receive are showcased within your journal.

## Editorial Board Member Responsibilities

The primary responsibility of our Editorial Board Members is to manage the peer review process. As an Editorial Board Member you are responsible for the scientific quality of the manuscripts that you handle. You adhere to the ethos, editorial standards, policies and scope of the Journal and ensure that manuscripts are handled efficiently and appropriately.

### Manuscript Handling

- You assess manuscripts for their suitability for peer review and obtain a minimum of two suitable reviews per manuscript that meet the Journal's requirements.
- You make (or recommend, depending on your journal) decisions on the basis of the peer reviewers' reports and your own assessment. You ensure that all decisions are based on scientific validity and that the article makes a valid, original contribution to the literature. Decisions are made on a case-by-case basis according to the above criteria, however we would generally expect that 30-40% of submissions will be suitable for publication - as an Editor for the journal your responsibility is to ensure that you act according to the ethos of the journal and do not set the bar for publication artificially high (or low). The Editor(s) in Chief and Journal staff will be able to provide advice on this point..
- You handle the manuscripts that you are responsible for efficiently. You invite peer reviewers within 2 working days of agreeing to handle the manuscript, if an out-to-review decision is made. You contact additional reviewers within 2 working days after a prompt by the journal staff, and you process decisions within 3 working days after all peer review reports have been received.
- For manuscripts that do not require review (e.g. rejected pre-review based on your assessment) you will submit your decision within 7-10 days of receipt.
- For manuscripts that will require peer-review, we expect you to be able to make your editorial decision within 35-40 days of receipt.
- Continuity in editorial handling is very important; you are expected to handle manuscripts from initial assessment to final decision, including revisions of manuscripts.

- You should decline invitations to handle manuscripts and/or notify journal staff in cases where you feel unable to be objective or where you have a conflict of interest.
- Your role as an Editorial Board Member is to take a broader view than that of a reviewer and therefore you should handle content outside your immediate area of research, calling upon reviewers to advise on specific scientific points.
- You must report any cases of suspected plagiarism, duplicate submission or other unethical practices to journal staff immediately.

## General

- You are encouraged to act as an ambassador and represent the journal in your field, encouraging submissions (from conferences, anything appropriate seen on preprint servers etc.) and highlighting its ethos, scope and aims to colleagues.
- You are encouraged to participate in the development of the journal and propose ideas for content for the journal (opinion pieces, special issues) as well as providing feedback on areas for improvement.
- Editorial Board Members may occasionally ask for your advice on additional manuscripts that are within your area of expertise.
- You are encouraged to recommend suitable candidates to join the board to the in-house Editor.
- You are responsible for informing Journal staff if there are periods when you are not available.
- You are responsible for notifying the in-house Editor if you want to step down so that appropriate action can be taken.
- If you have not accepted to handle a paper in the past 6 months without notification of prolonged absence, you may be contacted by Journal staff and removed from the board.
- You are responsible for notifying Journal staff of any changes to contact information or professional positions such as email addresses or affiliations

## Benefits - what is in it for you?

### Contribute to your community

Our Editorial Boards serve the research community by providing efficient, robust and constructive handling of papers. Editors are champions for their disciplines and custodians of the scientific record, working to build successful journals for their community. They help ensure that our authors' work commands the highest levels of quality and trust. You can contribute to this goal by becoming an editor on a Springer Nature journal.

### Gain experience of the editorial processes

Serving as an Editor enhances your knowledge of how editorial decisions are made and gives insight into the peer review process. This experience can be applied to shape your own research papers to maximise your chances of publication by understanding what peer reviewers and Editors are looking for. We support you in your roles through a suite of training opportunities from webinars to eLearning.

### Contribute to the development of the journal

As an Editor, you can help us improve our publication processes and your experience as a Board Member providing feedback through our regular surveys and in person to your in-house journal contact by attending Editorial Board meetings.

### Raise your profile and benefit your career

Being a member of an Editorial Board demonstrates to potential employers and funding bodies that you are an active participant in your field. As an Editor your profile in the field will be raised through your work on the journal and interactions with authors, reviewers and fellow board members. In addition, by suggesting and coordinating guest edited collections, you can raise awareness in your field and raise your profile within your community.

### Increase your knowledge of your research field

As an Editor, you will have the opportunity to read the newest research before it is published, and by assessing reviewer reports you will be able to develop your own scientific knowledge through exposure to the expertise and opinions of your peers.

### Grow your network

You will have the opportunity to join Editorial Board meetings, webinars, meet fellow Editors and increase your network. We provide online support and forums for our Editors to facilitate discussion amongst Editorial Board Members.