

EDITORIAL BOARD

ROLES & RESPONSIBILITIES

Background

This document provides an overview of the roles and responsibilities of the executive editorial board to ensure continued commitment, encourage new board members, and maintain efficiency.

Editorial Board Structure

The Editorial Board is made up of the following sub-editor sections; Scientific & Technical, Gallery, Alternative Gallery, Professional Development, A Backward Glance. Members of the editorial board are assigned to a sub-section based on their specialist area of expertise, or via a requested allocation.

The Role of The Editorial Board

The Editorial Board of the Journal of Visual Communication in Medicine has a responsibility towards the content authors, the readership, the publishers, and the peer reviewers.

The role of the members of the editorial board are;

- To offer expertise in their specialist area.
- To review submitted manuscripts and source adequate peer review.
- 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.
- To identify new topics for submissions, and approach potential contributors.
- Provide content by writing occasional editorials and other articles (ensuring that they adhere to Conflict of Interest rules and stating their relationship to the journal).
- Attend a regular communication forum, either face to face in person, or online.
- Endorse the journal to authors, readers and subscribers and encourage colleagues to submit their best work.