

EDITORIAL BOARD

SUB-EDITOR FAQ's

What does a sub-editor role entail?

A sub-editor is a voluntarily role that involves undertaking a multitude of tasks including, but not limited to; timely review of submitted manuscripts and assignment of peer reviewers, identifying new topics for submission, assisting authors in the submission process, and supporting the Editor in Chief (EiC) on journal policy and scope.

Do all sub-editors have the same roles and responsibilities?

Sub-editors are assigned to a section of the Journal based on their specialist area of expertise, or via a requested allocation. The sub-sections of the Journal are: Scientific & Technical, Gallery, Alternative Gallery, Professional Development, and A Backward Glance. The main responsibilities apply to all those on the editorial board, however some sub-section roles place a higher emphasis on specific tasks. As a gallery sub-editor for example, you will be expected to place a higher emphasis on actively sourcing and encouraging submissions.

What are the benefits?

There are many advantages to becoming a sub-editor; having a greater familiarity with ongoing research in the field, credit and recognition, continued professional development, influencing discussions in the field, and boosting your CV to name a few.

Do I need any specialist software/hardware?

No. Assigning peer reviewers and reviewing manuscripts is all undertaken through an online system called ScholarOne Manuscripts. Sub-editorial duties can be undertaken at any time of day, and any location, so long as you have an active internet connection.

How much time is required to be a sub-editor?

The role of a sub-editor is an important one and requires a certain level of commitment. Whether you can commit to the role should be decided upon prior to requesting/accepting a sub-editor role. The main responsibility of reviewing manuscripts and sending out for peer review will involve

no more than a few hours per month. Additional responsibilities such as identifying topics for submission and approaching potential authors can vary but will approximately require an additional couple of hours per month.

What if I am already a sub-editor but I struggle to commit my time?

Commitment plays a major role in being a sub-editor, and if you are unable to commit over a long period of time, it is likely you will be asked to step down from the editorial board. It is understandable that personal/work circumstances may limit your level of commitment on occasions, therefore the EiC will review participation levels and responsiveness to communications on a continual basis. It is recommended that you contact the EiC should you be temporarily unable to undertake the role as some tasks can be delegated elsewhere.

How does the Editor choose members of the editorial board?

The quality of the journal is in a way, reflective of the quality of its editor(s), the editorial board, and its members. As such, board members and sub-editors are selected based on expertise, activity in the field, and assurances of commitment level.

How can I become a member of the editorial board or seek further information?

If you feel you meet some or all of the above, or would like further information, feel free to email the Editor in Chief: Viscomm@imi.org.uk