The role of the Editorial Board

A journal’s Editorial Board adds value to the journal via its two main roles:

Offering advice to the Editor on journal policy and content, and creating awareness of the journal.

Each AOSIS title is expected to have an Editorial Board, ideally comprised of both South African and international members. Whilst all final editorial responsibility lies with the Editor, a strong Editorial Board adds value and academic credibility to a journal.

Editorial Board members are expected to work with the Editor and to advise him on topics that should be addressed by the journal as well as the overall scope and focus of the journal.

Editors are encouraged to ensure their Editorial Board plays an active role in journal development; in addition to acting in an advisory capacity to the Editor, Editorial Board members should promote the journal wherever possible. To facilitate this, AOSIS will compose an annual list of all Editorial Board conference attendance, and make marketing material available to members where appropriate. It is also useful for Editorial Board members to alert AOSIS or the journal’s Editor to any relevant conference or promotional opportunities for the journal, so that AOSIS can arrange a presence for each relevant journal at these events.

Editorial Board members are also encouraged to make the most of their academic/industry contacts in the journal’s subject area, with the aim of promoting the journal, sourcing new submissions and readers, and potentially inviting new Editorial Board members.

Editorial Board members may also be asked to review papers and to undertake book reviews, although it is AOSIS’s usual practice to ask each author to also enroll on the system as a reviewer. This leads to a larger bank of reviewers for each journal, and takes unnecessary pressure off Editorial Board members, who are not compensated financially for their efforts.

At the discretion of each journal Editor, Editorial Board members may be asked to contribute to journal content, either by contributing a submission such as a Guest Editorial, or offering their editorial services (for example, acting as a special issue’s Guest Editor). In this regard it is helpful to have insight into the special interests of Editorial Board members.

AOSIS will circulate the quarterly reports on the journal’s performance to the Board and encourages an annual, end-of-year feedback questionnaire to be completed by each journal’s Editorial Board, as a means of feeding back members’ positive criticism of and ideas for the journal, and thus assisting with the strategic development plan for the following volume of the journal. This should be undertaken in line with the Editor’s annual review of the journal’s success.
Benefits to Editorial Advisory Board

Whilst Editorial Advisory Board members are not compensated financially for their contribution to their journal, AOSIS can offer the following benefits:

- Listing your membership of the Board on your academic curriculum vitae
- Your name is listed within each issue of the journal and on the journal’s website
- Potential press passes for conference attendance, subject to AOSIS negotiation with conference organisers
- Complimentary eBook copy of each journal issue
- Retention of any books reviewed for the journal
- Access to three Free Online CPD Courses (www.healthcare.ecpd.co.za).