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EASE Editorial School for Journal Editors

November 2022

Editorial School for Journal Editors

EASE training events are an excellent way of meeting other editors and industry professionals, learning from expert speakers and joining the discussion on a range of topics. Many events are held virtually, enabling quick and inexpensive access to a wealth of knowledge.

This four-module online training course has been designed in a collaboration between our Training Committee and our Regional Chapters. It was piloted with our Regional Chapters in Croatia, Romania and Turkey in Spring 2022, and is now being rolled out to the wider membership. The Regional Chapters will help with local language support and moderation from their leadership to ensure the greatest accessibility and effectiveness of the training.

The course is held over four weeks, with one module each week, and is aimed at helping our member editors make their journals more visible, impactful, and full of engaging material.

The four modules are summarised in the following pages, and will include these topics:

/ improve the quality of editorial processes;
/ manage ethical issues effectively;
/ enhance the efficiency of peer review and production processes;
/ support more successful promotional activities;
/ comply with international standards, and
/ increase the chances of successful indexing applications.

The training will be led by Pippa Smart, Past-President of EASE, founder of PSP Consulting, and Editor-in-Chief of Learned Publishing.

This course is particularly suitable for those in the early stages of their careers as an editor but will benefit members of all experiences, involved in managing or planning journals.

Course Schedule and Booking

Sessions for this event are organised through EASE with support from its Regional Chapter network. The course is divided into four modules, one each week for four weeks.

Dates
/ Wednesday, 2 November 2022
/ Wednesday, 9 November 2022
/ Wednesday, 16 November 2022
/ Wednesday, 23 November 2022

Times

We have arranged to run each session twice on the same day to accommodate members in different time zones. The first session will be held at 8am-10am UK time and then it will be repeated at 3pm-5pm UK time on the same day. Delegates should choose which time they wish to join and join at the same time each week.

Training will be hosted online through the EASE Zoom platform. Links to access the session will be provided after booking is confirmed.

The sessions will be led by presentations and guidance from EASE Past President Pippa Smart. Case study discussion groups will be overseen by moderators, with Chapter members being supported by our Regional Chapter leadership teams.

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The rates for all full course of four modules are as follows, with discounts for those in low, lower-middle and middle income countries. The modules are not available separately.

EASE members	£80
EASE members in middle income countries	£52
EASE members in low, lower-middle income countries	£40
Non-members	£250

To ensure a quality provision, numbers will be limited and accepted on a first come, first served basis. A wait list will be in operation and you may be offered an alternative time if numbers dictate.

If you wish to join EASE to participate in this training at the EASE members discounted price, please register. You will be directed to our online membership application form and payment portal. For those societies or journals that would like to register 5 or more editors, please contact the EASE Secretary for appropriate discounts.

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Summary

The editorial and administrative structure of a journal is a crucial part of its success or failure since a weak editorial team will delay review and publication and this can result in poor quality publications. Editors are often appointed on the basis of their scientific knowledge and seniority, with little thought to their knowledge of editing and how a journal operates: this situation risks overburdening the administrative and other publishing staff and editors, and often results in weak and poor-quality journals.

This workshop will look at what editors are expected to do, and how to ensure that the right people are appointed and that there are systems to both support and encourage them so that they remain motivated members of the journal team.

Learning objectives

1. **Editorial structures**
Delegates will be introduced to different editorial structures, and the benefits and disadvantages of each so they can determine the optimum structure for their own circumstances

2. **Editorial duties**
Delegates will consider the various responsibilities that editors are expected to undertake, and learn how to ensure these are embedded within their own agreements with their publishers or parent organisation.

Summary

Publishing ethics are a frequent concern for many journals, and the issues range from small annoyances to large-scale problems which can have a dramatic negative impact on both the publications and the people involved. It is always better to avoid problems than to try and remedy them, and this workshop will consider strategies and policies journals can introduce to mitigate the possibility of ethical problems.

The workshop will consider some of the most common ethical issues such as duplicate and plagiarised publications, author, editor and reviewer ethics, data and artwork manipulation and misinterpretation. The workshop will look at ways in which problems can be mitigated, and how they (if they happen) can be resolved effectively and efficiently.

Learning objectives

1. **Identifying problems**
   Delegates will be presented with the various ways in which problems are identified and systems to mitigate problems before they happen

2. **Avoiding problems**
   Delegates will be asked to consider the policies that their journals create and implement, and how these can be strengthened

3. **Responding to problems**
   Delegates will learn how to respond to problems in a balanced and fair way, and ensure that their journal responds appropriately when errors are identified.

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Module 3: Peer review process and production

Summary

The peer review process is often considered to be the gold standard for journals, and yet the operation of peer review remains one of the main headaches for many journal editors and their publishers.

Peer review is frequently inefficient, time-consuming and can fail to pick up article shortcomings. Whilst not promising to resolve a global problem, this workshop will look at the various reviewing systems being used by different journals and will provide tips for how the main problems with peer review (timeliness, quality and efficiency) can be reduced.

The workshop will provide editors with the tools to make better decisions regarding the operation of peer review in their own journal, and to reduce the burden whilst also improving the quality of feedback for authors.

Learning objectives

1. **Different peer review workflows**
Delegates will be introduced to the different systems for peer review so they can make informed selection of the correct workflow for their journals

2. **Improving peer review**
Delegates will learn how to avoid peer review problems and improve the quality of reviews that they receive.

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Summary
Many journals focus on the editorial duties required at the expense of promotion and visibility. This workshop looks at how busy and under-resourced editors and publishers can raise the impact of their journals and ensure their publications reach the intended audience.

One of the measures of visibility and impact is the inclusion of a journal within one of the accredited indexes, and this workshop will look at some of the problems in becoming indexed and ways that journals can improve their chances of success when applying for inclusion within the prestigious indexes.

Learning objectives

1. **Increasing visibility**
Delegates will be introduced to different methods of raising the profile and visibility of their journals so they can identify the methods that are most suitable to their own circumstances

2. **Becoming indexed**
Delegates will learn some of the nuances of the indexing systems and what to expect when seeking indexation: they will be introduced to methods to improve the likelihood of becoming indexed.

Workshop format for each module

Part 1: Introduction

Duration: 45 minutes
Format: Welcome and lecture from Pippa Smart
Language: English. Where possible individual Chapters may provide simultaneous translation and/or prior translation of course materials
Content: Overview of the topics of the module
Materials: Slides provided within Course Workbook

Part 2: Case study discussion

Duration: 45 minutes
Format: Breakout groups to consider one or two case studies. Groups moderated by local moderators, knowledgeable in the subject and with good English skills. Moderator to gather questions to discuss in the Part 3
Language: Moderators to lead the discussion in English. Course materials may be translated into the local language by the Chapters
Content: 2 case studies provided for discussion materials
Materials: Case studies and advisory feedback provided within Course Workbook

Part 3: Group Q&A

Duration: 30 minutes
Format: Regroup to one room. Each moderator will put his/her Group's questions and feedback from case studies to Pippa Smart. Pippa to moderate discussion between group moderators. Delegates can post additional questions in the Chat.
Language: English.
Content: Open Q&A
Materials: None

Assessment and certification

Format: Delegates may test their knowledge in an optional multiple choice assessment which will be made available for 2 weeks after the course concludes. You may retest yourself as often as you wish.

Language: English, translation may be provided by the Chapters

Materials: Online assessment

Certificates: All attending delegates will receive a Certificate of Completion. Those scoring above 80% in the assessment will receive a Certificate of Competence.
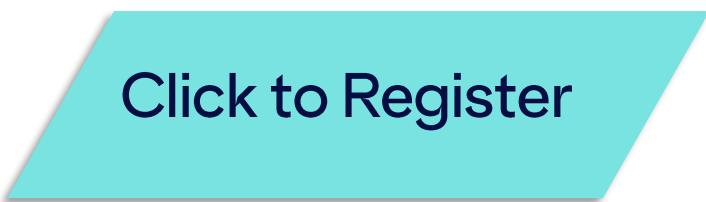
Course Workbook

The Course Workbook will be provided to all delegates in .pdf format, and will include:

- / Presentation slides
- / Case studies and advice
- / Suggestions for further reading.

Recordings

All delegates will receive links to the recordings of the sessions, and the course handbook, so if you do miss a session, you will be able to catch up in your own time.

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Pippa Smart
PSP Consulting, EASE Past President

Pippa Smart is a publishing consultant, working under the name of PSP Consulting. She specialises in editorial strategies and journal development, as well as copyright advice.

She particularly works with editorial associations and non-profit publishers around the world providing training, advice, contract creation and negotiation.

Pippa is Past-President of the European Association of Science Editors (EASE), Past Director of the World Association of Medical Editors (WAME), and the Editor in Chief of the ALPSP journal, *Learned Publishing*.

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