**Editorial Board Members – Description of Role and Contract of Expectations**

**Journal Scope**

European Medical Journal (EMJ) publishes independent, open-access, eJournals dedicated to delivering first-class insights into ground-breaking changes and advancements in medicine. EMJ publishes journals across sixteen therapeutic areas, including medical innovations, cardiology, oncology, and more. Each journal provides the reader with the latest medical congress highlights, abstract reviews, and peer-reviewed articles to name but a few of its pieces of content.

EMJ’s aim is to educate readers about ground-breaking changes and advancements in medicine. The primary way we achieve this is through providing content related to medical congresses, as these represent a key source of cutting-edge information. In producing congress coverage, EMJaims to disseminate this information to as many medical professionals as possible. Specific therapeutic area journals cover the major European congress associated with that medical speciality, whereas supplementary issues focus on other medical congresses and conferences. To complement and reinforce our congress coverage, the topics that we focus on for our peer-reviewed articles are drawn from the main topics of discussion at the relevant European congress; this means that the journal has a broad scope, focussing on papers with the most current, interesting, and relevant information in each therapeutic area. Papers are intended to be of broad interest to a wide European audience.

We welcome contributions from professionals, consultants, academics, and industry leaders on relevant and topical subjects. We seek papers with the most current, interesting, and relevant information in each therapeutic area. Although many of our papers are commissioned, we also welcome unsolicited papers. Articles accepted for publication within the eJournals and on our website include original research, review articles, case reports, and features.

For more information about the journals and to view our content visit <http://emjreviews.com/>

**Requirements of an Editorial Board member**

Each of our therapeutic area journals has its own Editorial Board. Our Editorial Boards are made up of global experts in their field with excellent academic track record and expertise in the respective journal subject. Each Editorial Board has an Editor-in-Chief and approximately 20 Editorial Board members. To qualify, Editorial Board members should ideally:

* Have a good publication record.
* Some knowledge of journal workflow – either as a peer reviewer or having sat on other Editorial Boards or advisory panels.
* Should hold an academic position in Universities, Research Institutes, Hospitals or other such organisations.
* A wide network of contacts having sat on relevant Committees and Boards or having worked at a number of different organisations.

Please note the role of an Editorial Board member is a voluntary position and there is no payment involved.

**Terms of the Editorial Board**

We invite members to join the Editorial Board on a 12-month rolling agreement. After 12 months, if we feel that they have not met our expectations for an Editorial Board member, we may ask them to step down. Otherwise, they will continue on the Editorial Board for the following 12 months. If the Editorial Board member wishes to step down from the Board, they should contact the editorial team.

**Duties of an Editorial Board member**

* To assist the Editor and editorial office staff with improving and maintaining the editorial quality of journal content through offering opinions and advice on journal submissions, suggesting referees, proposing topics and articles for commissioning (including potential authors), and nominating potential Editorial Board members.
* Assist the editorial team in assessing manuscripts when required for suitability for the journal and participate in the review of those manuscripts that fall within the scope of the journal, either in the selection of suitable reviewers or by doing some of the reviewing themselves, or both.
* To contribute to the journal content:
  + By writing one paper during their term on the Editorial Board.
  + By taking part in an interview with the editorial office when they join to be included in a forthcoming issue of the journal.
  + Writing the Foreword for the issue and choosing the Editor’s pick if the Editor-in-Chief is unavailable to do so.
* Act as an advocate for the journal to help raise the profile of EMJ and to encourage submissions.
* Highlight on social media and circulate to colleagues and peers the journal and papers once an issue is published.
* To alert the editorial office staff to potential commercial opportunities and put them in touch with relevant contacts.
* Keep the editorial office up to date with relevant meetings, key papers and new developments in their field.
* Identify interesting workshops and seminars at the European congresses we attend.
* Attend Editorial Board meetings scheduled by the Editorial Office for taking part in the discussion for the improvement of the journal.
* To join the Editorial Board Forum LinkedIn group (for Journal Editorial Board members only) and abide by the Forum rules.

**Estimated time commitment of an Editorial Board member**

Our flagship, interdisciplinary journal, *European Medical Journal*,  is published quarterly, and our EMJ therapeutic journals published yearly, 6 weeks after the relevant congress. The time commitment associated with working on the journal is unlikely to be more than 2 hours a month on average and is likely to be lower during quiet periods. Upon joining the Editorial Board, we will send you the journal publication timeline with key dates highlighted.

**Agreement**

I am happy to become a member of the EMJ Editorial Board and will endeavour to carry out the duties required.

Signature ……………………………………………………………………………………………….

Date ……………………………………………………………………………………………………….