

Diabetes & Primary Care

The journal for healthcare professionals with an interest in primary care diabetes

Terms of reference

Role and responsibilities of Editorial Board members

Nature of the role

This is a voluntary position with no remuneration related to the post, other than agreed payment for authored content that is commissioned by the Editor/Editor-in-Chief.

Purpose of the role

The role of the Editorial Board is to advise and support the Editor-in-Chief, who holds responsibility for the content of the journal.

Peer review responsibilities

We ask Board members to commit to the following:

- Review a minimum of four articles per year. This may include peer reviewing non-commissioned content.
- Provide second opinions on articles (e.g. where reviews are incomplete or rejection of a commissioned article has been recommended) and contributing to the final publication decision.
- Help identify suitable external reviewers.
- Read the journal's published content and provide feedback when appropriate.
- Provide specific guidance on needs of individual cohorts of readers (e.g. practice and community nurses, pharmacists, dietitians, GPs).

Supporting content generation and reader engagement

We ask Board members to commit to the following:

- Attend, or provide input for, the annual Editorial Board meeting, which usually coincides with the PCDS National Conference in November.
- Attend, or provide input for, two virtual Board

meetings, to be held in January and June.

- Actively generate ideas for journal content by email, both at the annual Board meeting and on an *ad hoc* basis.
- Offer ideas for commissions – making suggestions on both subject matter and potential authors.
- Help as required in approaching potential contributors.
- Act as an ambassador for the journal.
- Promote the journal to authors, readers and subscribers using a variety of different platforms including, where possible, via social media and when speaking at conferences.

Authored content

We ask each Board member to commit to at least two writing projects for the journal per year:

- Contributions range from larger pieces (comments, articles, etc.) to smaller contributions (e.g. questions or answers for Q&As).
- Honoraria are offered for contributions.

Providing input into strategy

We ask Board members to provide advice, including:

- Feedback on past issues.
- Future direction of the journal.
- Subject-specific or discipline-specific expertise.
- Ideas and innovations.

Term of office

The term of office will be three years in the first instance, subject to review by the Editors of the journal.