# The editorial office

The editorial office is responsible for a range of tasks, and there may be some variation between journals. In the resource that you read at the start of this unit (chapter 2A “Managing the Editorial Office” from the INASP handbook), the following items have been identified. Read through this checklist and tick those duties which are carried out in your editorial office – noting who does which duty.

When you have read and ticked the checklist, think about the roles within the editorial office and ask yourself the following questions:

2. Are the right people doing the right jobs? (i.e. is the workload spread correct or is someone being asked to do too much?)

3. Is there an opportunity to improve the allocation of duties?

Checklist (adapted from chapter 2A “Managing the Editorial Office” INASP handbook)

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| **Duties** | **Does your office provide these duties?** | **Who is responsible?** |
| **General duties** |  |  |
| Dealing with queries (from authors, reviewers, editors). |  |  |
| Ensuring accurate records are maintained (of submissions) |  |  |
| Helping organise editorial meetings |  |  |
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| **Receipt of items** |  |  |
| Acknowledging receipt of submissions |  |  |
| Making a first decision to reject all obviously unsuitable submissions (e.g. in the wrong discipline). |  |  |
| Ensuring the submission is complete (no missing items, e.g. artwork, ethics permissions if required). |  |  |
| **Administrating peer review** |  |  |
| Ensuring that the editors select the reviewers quickly (sometimes they will select the reviewers themselves). |  |  |
| Identifying suitable reviewers  |  |  |
| Inviting reviewers. |  |  |
| Sending articles to reviewers, or monitoring those that accept through the online system. |  |  |
| Chasing late reviewer reports. |  |  |
| Uploading reviewer statistics in the system (e.g. if they return on time, if they provide useful comments, etc.). |  |  |
| **Administrating decisions and revisions** |  |  |
| Ensuring the editors make a decision in a timely fashion. |  |  |
| Informing reviewers of final decisions |  |  |
| Communicating the decision to the author. |  |  |
| Chasing up revised articles from the authors. |  |  |
| Ensuring that the editor selects the articles for an issue on schedule. |  |  |
| **Post-acceptance duties** |  |  |
| The editorial office may also overlap with production and undertake the following duties: |  |  |
| * Assembling the issue
 |  |  |
| * Sending out proofs, coordinating corrections
 |  |  |
| * Finalising the issue ready for press and ready for upload on the website
 |  |  |
| * Checking the printed copies are OK for despatch
 |  |  |
| * Issuing subscriber labels for despatch
 |  |  |
| * Checking the website updates
 |  |  |
| * Uploading website news, alerts, etc., as required.
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| **What other duties are undertaken in your editorial office?** |  |  |
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