

## **IPRI Journal's Advisory Board Role and Responsibilities\***

Aside from providing prestige, the role of IPRI Journal's Editorial Advisory Board (EAB) is to advise and support the Editor; to act as an advocate and ambassador for the journal, and to assist the Editor solicit and advance submissions, as well as to safeguard the journal's reputation. As a member you may also be requested to review manuscripts each year, being an expert on the topic and familiar with the IPRI Journal's routine and rigor.

### **Specific Responsibilities of a Board Member**

As a Board member, you may support the Editor in the following ways:

#### ***Active Commissioning***

- In key or current new areas (or indeed weak areas in the journal), for example, target specific speakers at conferences to contribute to the IPRI Journal.

#### ***Increasing Submissions and Attracting New Authors***

- Distribute the IPRI Journal's 'Call for Papers (CfP)' or other important announcements from the journal as widely as possible.
- Promote the journal whenever possible to attract submissions for evaluation.
- Consider submitting your own publications to the IPRI Journal.
- Identify topics for special issues, which you may guest edit.

#### ***Increasing Readership***

- Distribute leaflets/flyers or even include a slide within a presentation to promote the IPRI Journal where appropriate.

#### ***Increasing Subscriptions***

- Encourage local libraries to subscribe to the IPRI Journal.
- Promote the journal to colleagues and peers.

- Let the editorial team know of conferences/events that could be used as IPRI Journal promotion opportunities.

#### ***Input into Future Strategy***

- Subject expertise Board members are the IPRI Journal's eyes and ears in that area, and can alert the Editor to changes or new topics that should be incorporated into the IPRI Journal's scope.
- Provide a pool of ideas and a wide base to help determine which ideas are right for the IPRI Journal, e.g. given so many online developments: open access, blogs, video clips, e-letters, and so on, the Board can provide useful feedback on these ideas.

#### ***Feedback***

- What is good about the IPRI Journal and what isn't?
- How does it compare with the other journals in the IR field?
- What needs to change? What needs to continue?
- What papers do they enjoy reading or look for in the journal?
- What do they associate with the IPRI Journal?

#### ***Guidance in Peer Review Process***

- Carry out occasional peer review for the IPRI Journal.
- Assist in locating suitable peer reviewers, if required.
- Assist the Editor in decision making over issues such as plagiarism claims.
- Act as a trusted 'tie-breaker' reviewer on articles where Editor has received split opinions from the other referees.
- Provide occasional editorial advice/opinion to Editor on submissions.

#### ***Attend Board Meetings***

Editorial board meetings are useful opportunities to meet and discuss the highs and lows of the IPRI Journal and to get feedback on current content and strategy and input into future direction, competition and priorities. This may be done face to face (for which the IPRI Journal will bear travel and hospitality costs), or via telephone or video conferencing.

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\* Based on Elsevier, Springer, COPE and Stockholm University Guidelines.