Modules for the Journal Editors Workshop

Moduł I: Strong editorial vision
We begin by discussing the importance of having a strong editorial vision for the journal. This includes how to evaluate trending tropics in the field as well as competing journals to help establish the unique value for your journal. We discuss how to write a clear aims and scope that helps authors identify the journal as the most appropriate platform to reach their target readers. We will also review organizing the structure of the journal, such as publication frequency and article types.

Moduł II: Efficient editorial workflows
This module discusses how to organize the editors to best handle submitted manuscripts based on subject expertise. We then review how to choose a strong editorial board, as well as highlighting their responsibilities. Next, we move on to the peer review process and how to find the right reviewers to evaluate submitted manuscripts. Lastly, we highlight how to evaluate reviewer reports to make editorial decisions, and how to manage poorly written review reports, conflicting comments, and biased reviewers.

Moduł III: Improving visibility
In this final module, we review ways to improve the visibility of the journal to the field to increase the number of international submissions, such as providing editorially diverse coverage and special issues, attending conferences, releasing press releases, and promoting the journal online. We also discuss the importance of indexes such as Web of Science and Scopus and the criteria they use when evaluating journals for inclusion, and how to write an impactful application to be included in their databases.