

How to support your journal

How to contact us: journalspublishing@emeraldgroup.com
For most enquiries, please contact your Publisher

Overview

As Editorial Advisory Board members, you are heavily involved in the operational aspects of your journal's production. EAB members act as the support system for day-to-day journal duties, while elevating the visibility of the journal itself.

If you would like to be involved in these activities, then please contact your Editor or Publisher to see how you can help.

Being an Editorial Advisory Board member

What is an Editorial Advisory Board (EAB)?

Members of a journal's EAB add academic integrity to a journal, benefiting its reputation. EABs are composed of subject experts who advise the Editor on ways to further develop the journal, and serve as both reviewers and writers of papers submitted to the journal. EAB members are:

- ▶ Academics from leading institutions that are well known in their field
- ▶ Up-and-coming, active academics and practitioners

The role

- ▶ Advise on matters of journal development including the appointment of new EAB members
- ▶ Review papers
- ▶ Encourage submission of articles
- ▶ Provide occasional guest editorials/viewpoints/commentaries
- ▶ Guest edit special or themed issues for the journal
 - ▶ Actively promote the journal throughout your networks
- ▶ Relay helpful criticism and information regarding the benefits of being an EAB member
- ▶ Career enhancement
- ▶ Experience in preparation for taking an editorship
- ▶ Access to the latest research in your field prior to publication
- ▶ Making a positive contribution to the body of knowledge

Editorial involvement and supporting the Editor

Sourcing papers

Sourcing rich and diverse papers is critical to a journal's development. As EAB members, you are subject experts who are well known for your work the field. Your profile can help find papers that speak to the quality of your journal:

- ▶ Connect with your networks, especially academic or professional colleagues
- ▶ Speak to fellow subject experts at conferences

How Emerald can help

All submission details and other useful information can be found on the individual journal pages. You can find all journal pages here www.emeraldgroupublishing.com

Reviewing Papers

Emerald journals run a double-blind peer-review system where all information on the paper which identifies the author is removed and the paper is then sent to two or more reviewers for objective comment. The quality of the review is important to the final quality of the journal, so reviewers need to provide constructive criticism. Reviewers judge the paper against the following criteria:

- Is the work original and adds new information to the body of knowledge?
- Are the arguments employed valid?
- Are the citations recent and the most relevant to the paper?
- Are there clear implications for practice or suggestions for future research?
- Does the paper pay due credit to previously published work in the field?

The Editor or Regional Editor then passes along the comments from the reviewers back to the author. It is important that reviewers are as detailed and as helpful as possible in their review which will help contribute to a better quality of paper for publication.

Prompt reviewing is an extremely important part of this role; it helps the Editor meet the publisher's deadlines thus ensuring publication on time. It also provides a positive publishing experience that, in turn, will increase the reputation of your journal.

How Emerald can help

Reviewing papers is done through ScholarOne's web portal. Please remember to keep your **SCHOLARONE™** account updated with your email address and keywords. Your detailed reviews could have you considered for an Outstanding Reviewer Award. Your Editor has the opportunity to nominate one member from their EAB or pool of reviewers to win this annual award.

Writing for the journal

You can contribute in a number of ways by writing full articles, viewpoints, commentaries, guest editorials and other content your editor suggests. You have been invited to the EAB because of your standing in the field and are an important addition to the editorial team. Why not share your knowledge and skills with your subject community by writing for your journal?

As a contributor to a journal you will receive forty free downloads alongside the access you receive to your journal for being an EAB member.

How Emerald can help

A full range of free resources for authors is available for authors at all stages of their career at <http://www.emeraldpublishing.com/>.

We've also partnered with Kudos and Peerwith to further serve our community of authors.



Once you've written for the journal, you can utilize Kudos to support the ongoing promotion and impact of your research. Emerald offers all authors free access to Kudos, an award-winning service that helps researchers and their institutions and funders maximize the visibility and impact of their published content. Kudos helps authors explain, enrich and share links to their publications increasing the breadth of people finding, reading and citing them.

Visit www.growkudos.com for more information

Peerwith

We are delighted to announce the launch of a new partnership between Emerald and Peerwith as part of our plans to increase our portfolio of guidance and service resources for authors. Peerwith is a platform for author services, connecting academics seeking support for their work with the relevant experts who can help out with language editing and translation, visuals, consulting, or anything else academics need to get their research submission ready. Authors post their assignment on the Peerwith site, experts provide a quote, and the fee and conditions are then agreed directly between the author and the expert.

You can find more information at <https://authorservices.emeraldpublishing.com>

Article Level Publishing

We've begun transitioning journals to an article-level workflow. Articles will be typeset, proofed, and published online within 32 days of acceptance. Articles will still be collated into issues prior to publication, and our commitment to publish in this short timeframe greatly increases author's decision to publish with us and the impact of their research.

Emerald Reach

We work closely with the communities we serve to balance the requirements and rights of authors with the sustainability and development of titles. Our objective is to ensure the widest possible dissemination of research and future innovation in scholarly communication. Our goal is to meet the needs of researchers in the disciplines we serve and continue to review our policies on a regular basis.

For more information, please [click here](#).

Guest editing a Special Issue

Special Issues draw together a range of contributions on a given theme and allow for more in-depth treatment of a topic than is normally possible within a single journal issue. Special Issues are often devoted to investigating emerging or "hot" topics, or explore alternative perspectives on familiar themes. The role of the Guest Editor involves:

- ▶ Sourcing, and reviewing appropriate content for the Special Issue
- ▶ Appointing the list of reviewers
- ▶ Arranging and managing the peer-review system
- ▶ Maintaining and developing the quality of the content
- ▶ Promoting the Special Issue at relevant conferences and to interested colleagues
- ▶ Meeting the deadlines for delivery of the manuscripts to Emerald.

When putting together a Special Issue, some criteria you may wish to think about:

- ▶ Broad subject interest appeal
- ▶ Consistency in the papers either through a commonality of approach of theme or their comparative nature
- ▶ Contributions from important figures in the field
- ▶ A guest editorial which exhibits real understanding of the value and importance of the issue

How Emerald can help

A guide for guest editing a Special Issue is available from your Publisher as well as a proposal form. We will also help circulate calls for papers.

Gaining market intelligence and feeding back to the Editor

Feeding back helpful criticism/information to the Editor assists in the development and direction of the journal. EAB members play an important role by providing the Editor with the following:

- ▶ Feedback on the subject and its development
- ▶ Suggesting themes and topics for publication
- ▶ Feedback on the quality of the published content
- ▶ Relay external perceptions of the journal

How Emerald can help

We'd like to hear from you! What are the up-and-coming hot topics? In what areas would you suggest Emerald launch new journals? What more can we do to help develop and promote your journal? Please relay all market intelligence and feedback to your Publisher in the first instance.

Judging papers for the Emerald Awards for Excellence

Each year, journal editors and EAB members are asked to nominate one Outstanding Paper Award and up to three Highly Commended Awards from the previous year's volume. The awards are announced in April and are then promoted heavily through Emerald's PR networks, journals and website. Emerald tries to confer these awards at major global conferences, the associated PR really raises the journal's profile on an international stage.

Papers are judged based on specific criteria that reflects Emerald's values:

- ▶ Internationality
- ▶ Diversity
- ▶ Support for scholarly research
- ▶ Encouragement of applied research
- ▶ Commitment to quality scholarship

Also, why not try and help promote the winners of your journal's awards? Listservs, internet newsgroups and newsletters are a great way to disseminate the news!

How Emerald can help

Each winner of the Outstanding Paper Award received a personalized, framed certificate, and recognition in the Awards brochure, in the journal, and on our website.

Promoting and networking

You're well known in your field, why not promote your journal throughout your networks?

At conferences

There are also other opportunities to:

- ▶ Network with prospective authors
- ▶ Look for Guest Editors for Special Issues and circulate calls for papers
- ▶ Learn about the subject, the main players, its key organizations and educational institutions

If you have conference plans of your own, then please tell your Editor and Publisher. Come and meet Emerald staff at the exhibition stand. Bring a colleague or introduce us to significant people in your network who you think we should be talking to.

Using your networks

EAB members of academic associations or professional bodies can enable access for editors and EAB members to member lists, conference delegates, etc. These lists provide contacts who may become Emerald authors! Membership associations worldwide, all have the opportunity to licence topical and relevant content from your journal to benefit their members. By introducing Emerald to potential partners you can help to formally link your journal with the most prestigious organisations in your field. This type of partnership is the ideal way to immediately reach your key target readership, who may also aspire to publish their research.

How Emerald can help

Emerald also offers membership support such as running usage campaigns for members to highlight topical content and to encourage both readership and authorship. We may also have details of other listservs of interest groups we can pass on.

We'd love to hear your ideas on how to further enhance the dissemination of your journal, citation of articles and, of course, encourage even more researchers to submit their work for publication.

Encouraging testimonials

There is no better reputation enhancement for a journal than positive endorsements from prestigious people in your subject area! We actively try to collect testimonials from happy authors, readers or customers and use these comments for promotional purposes, such as for leaflets or the web site.

How Emerald can help

If you do receive any kind words or can suggest potential sources of testimonials, please pass them on to your Publisher.

Promoting to your librarian

One of the ways you can help secure the long-term future of your journal is to try to cement its financial viability by encouraging your library to renew its subscription. All of our editors and EAB members should have access to their journal in their library.

How Emerald can help

If you would like Emerald to make contact, then please pass on the name and contact details of your librarian and we will be in touch. You are also welcome to join us at any future meeting we have with your institution.

Increasing the Citation Impact of the Journal

Emerald maintains a close relationship with Clarivate Analytics and Scopus, to build the number of journals indexed in Web of Science and Scopus with regular updates on the ongoing evaluation of journals. Impact Factor journals are indexed in the database called 'Web of Science'. For more information, visit: <https://clarivate.com/products/web-of-science/>

Over 90% of Emerald journals are indexed in Scopus. Late 2016, Scopus launched a new basket of metrics called CiteScore metrics, including the main CiteScore metric, which is an annual value that measures the citation impact of a journal. The methodology is similar to the Impact Factor but uses a three-year publication window and includes all documents published in the journal.

For more information, visit: <https://journalmetrics.scopus.com/>

How can you support the Editor in increasing citations?

- ▶ Remember to cite the journal in your own work where relevant, and keep the citations focused on articles published in the past year
- ▶ Consider writing a literature review article to submit to the journal. Literature review articles tend to be cited and downloaded at a higher rate than regular research articles
- ▶ Consider guest editing a special issue on a highly citable topic, and recruiting highly cited / notable authors to write for the special issue
- ▶ Invite prolific and highly cited authors and promising emerging scholars to contribute to the journal
- ▶ Suggest (next top / hot) topics for special issues and papers and/or quality guest editors' names
- ▶ Review for the journal, which is the best way to ensure that the topic and citations are relevant and articles are of high quality

How can you help increase the visibility of the journal?

- ▶ Sign up for Table of Contents (TOC) alerts by visiting the Emerald website to create a profile here: TOC alerts, and disseminate them to your colleagues. Our email alerts allow readers to keep up to date with the very latest research in their field as soon as it has published—you can forward these alerts onto colleagues and peers
- ▶ Include your Editorial role and a link to the journal homepage in your professional email signature, on your online profile, CV, and social media accounts. This helps colleagues to access the publication quickly and easily, and furthers dissemination of the most recent research
- ▶ Help authors to disseminate their research by using the "recommend to your librarian" option found on each of the journal homepages
- ▶ If you know of upcoming seminal articles about to be published, tell us so we can make a special feature on the Emerald website or send out a press release
- ▶ Conferences can be a fantastic way to network and raise awareness. Please let us know if there are any conferences that you are attending so we can provide you with some promotional material

- ▶ Do you know of any relevant societies or associations in the field? Email us with further information and we will be happy to get in touch with the organisation to see how we can collaborate
- ▶ Are you an active user of social media sites or do you contribute to an academic blog? These can be great ways to promote the best papers of the journal, to widen the reach of the journal's community and to gain market insights and ideas on new, upcoming subfields

Emerald Literati Network

Our Literati Network is comprised of thousands of Emerald authors, EAB members, and editors. We've built an interactive network of experts to expand the community of scholarly research. Aside from the author resources we provide and other member benefits, the Literati Network can be used to help you source papers and locate key people for your editorial team.

Once you've published with Emerald, you'll receive a letter and tokens to download Emerald content. We've got a website dedicated to helping our Literati Members. Some features include:

- ▶ Advice and tips for authors submitting to Emerald journals
- ▶ Calls for papers, journal news, interest area alerts

For more information check out our site:

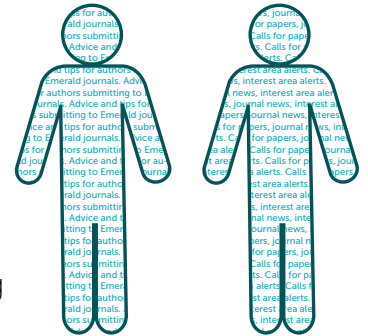
<http://www.emeraldgroupublishing.com/authors/literati/index.htm>

History

Set up by business school faculty in 1967, Emerald was born of the communities it was set up to serve, with a commitment to help communities make decisions that count, based on research that matters. Emerald's aim has always been to publish rigorous academic research and more applied content that helps students, researchers, educators and practitioners at all stages of their career.

Today, in addition to the business and management research for which we have long been known, we have also established ourselves as a publisher that nurtures fresh thinking in applied fields where we feel we can make a real difference, now also including health and social care, education and engineering. We publish over 300 journals, more than 2,500 books and over 1,500 case studies, via our dedicated re-search platform, emeraldinsight.com.

Emerald remains committed to creating high quality, peer-reviewed, international content that is used by researchers, students and practitioners. Combining research rigour with practical relevance, Emerald can showcase the most relevant topics from leading thinkers within their respective fields.



Celebrating 50 years in publishing (1967 - 2017)

Emerald celebrated 50 years of publishing throughout 2017. Emerald started life as a journal publisher and to celebrate our heritage we are providing complimentary access to 50 of our most influential journal articles.

- ▶ Emerald research fund awards encourage and facilitate the publication of research. We use a proportion of the fees received from copyright organizations to fund research. We encourage projects relating to the dissemination of knowledge for the social good.
- ▶ Emerald/EMFD outstanding Doctoral Research Awards celebrate excellence in research by awarding ten separate cash prizes in ten areas of management research supported by Emerald journals.
- ▶ Our portfolio growth program seeks to fill gaps in management fields by launching and acquiring titles put forward by our user communities.

Corporate philosophy

As the world's leading English language publisher of academic and professional literature, Emerald strives to be the publisher of choice for academics, researchers and professionals in the fields of management, library services and engineering. Our focus on theory into practice, we believe, sets us apart from others – it means that all Emerald journals publish papers which have a direct application to the world of work. It means that we ask editors and review board members to focus on application, and beneficial implication of theory for practice. It means that we focus our journals on the needs of authors and readers – the applied researcher, the reflective practitioner, the students and faculty of business, and the MBA School.

Contact us

For quick answers to your questions or to discuss which purchasing options would work best for you, please contact us: Emerald Publishing Limited, Howard House, Wagon Lane, Bingley, United Kingdom BD16 1WA

T + 44 (0) 1274 777700 **F** + 44 (0) 1274 785201 **E** journalspublishing@emeraldgroup.com

For office locations and representatives worldwide including: Australia, Brazil, China, India, Japan, Korea, Malaysia, South Africa, Taiwan, UAE, and USA, please visit: www.emeraldpublishing.com/offices

Connect with us through social media

 [@emeraldglobal](https://twitter.com/emeraldglobal)  [/emeraldpublishingimpact](https://facebook.com/emeraldpublishingimpact)

 [/company/34137](https://linkedin.com/company/34137)  [/EmeraldPublishing67](https://youtube.com/EmeraldPublishing67)

Emerald and Emerald Publishing are trading names of Emerald Publishing Limited.
Registered in England No. 3080506

