

Establishing the editorial board of Journal

Editorial Board

The editorial board consists of a group of prominent people in the Journal's field. The editorial board act as representatives of the Journal. Editorial board is composed of National representatives of editorial board (at least ten members from Kosovo) and International representatives of editorial board (at least twenty members from all over the world). The member of editorial board should be the high scientific person able to provide high capacities in the field of researches of the topics of the Journal. The editorial board is globalized as much as possible and should promote the Journal across multiple regions and countries, including developing countries. The Journal will have the Editor-in-Chief. The Editor-in-Chief, who has overall responsibility for the Journal, is the President of the editorial board. The Editor-in-Chief is also a managing editor who commissions articles, coordinates peer review, liaises with authors, reviewers and board members, writes short editorials, news and research highlights, and carries out heavy developmental/technical editing of manuscripts.

Objectives and role of the editorial board

The role of the editorial board is to advise and support the editor. Main functions of editorial board include:

- Identifying new topics for commissions, special editions and advising on direction for the Journal, giving feedback on past issues and making suggestions for both subject matter and potential authors.
- Provide content by writing occasional editorials and other short articles.
- Approach to potential contributors.
- Ensure peer review and also help to identify peer reviewers and provide second opinions on papers.
- Identify appropriate conferences for editorial board members to attend
- Endorse the Journal to authors, readers and subscribers and encourage colleagues to submit their best work.

Recruiting editorial board members

Editorial board members must be peers whose judgement is highly regarded within the Journal's main topics and fields; or their decisions may not be regarded as valid. Publication number and academic aptitude are the top factors for editorial board membership.

Potential candidates for editorial board might be recruited from authors or peer reviewers that have worked for the Journal or from recommendations by other editorial board members.

When recruiting potential editorial board members, it is useful to provide them with a brief description of the role, outlining the responsibilities, and clearly stating that this is a voluntary position with no remuneration related to the post.

Each potential candidate for editorial board should provide detailed CV and motivation letter to the Editor-in-Chief of the Journal.

A good working relationship is needed between the editorial board and the Journal. The editorial board works for the Journal. The member of editorial board is nominated for a period of time, which is renewable depending upon performance. A term of office of five years is the period for the Journal. The list of editorial board members is maintained up-to-date regularly. It includes their particular areas of expertise, and keeps notes on how useful they have been in the past.

Role of Editor-in-Chief

Editor-in-Chief is ultimately accountable for the quality of their Journal's content. Editor-in-Chief is responsible for identifying important 'main topics', sourcing high quality manuscripts, handling day-to-day paperwork, and organizing the flow of manuscripts (i.e. from author to referees and back and finally to the publisher). The Editor-in-Chief, if there is a conflict between reviewers, ensure peer review and also help to identify peer reviewers and provide person for second opinions on paper.

The Editor-in-Chief should have a high level of knowledge of the subject area and well organized person. If necessary the Editor-in-Chief could decide to have Associate editor in order to help him in minor activities of the Journal.

Editorial board meetings

Editorial board meetings will be done, at least, two times a year and represent useful opportunities to meet with all of the editorial board members to brief them on issues, take questions and also gain ideas for policies and upcoming Journal editions. These meetings of editorial board members will be done by video conferencing meeting, or in live if the time and budget permit.

If the editorial board meetings are not possible, Editor-in-Chief will arrange to meet with editorial board members on an individual basis using video conferencing meetings. These meetings are essential for networking, building and strengthening the relationship with editorial board members.