

# Editorial Training Course List 2019

Our training courses and workshops offer expert support for journal editors, editorial office teams and publishing professionals, providing skill enhancement, workflow optimisation and greater insights into modern journal publishing.

Societies, publishers and independent journals use us to ensure their editorial offices operate to the highest standards of best practice and ethical conduct, providing the best services to their communities, be they authors, reviewers, readers, editorial boards or publishing professionals. Our experience of working in a wide range of scenarios enables us to provide bespoke solutions to fine tune processes and relationships to the highest performance.

We have experience working with clients of all sizes, helping well-established titles reach another level of performance or adapt to developments in publishing trends and technology or smaller and niche-subject titles consolidate their positions as key journals in their fields.

We can teach editorial staff how to effectively analyse editorial records gaining insights to enhance efficiencies of their work and journals. We also help teams better understand and analyse bibliometric data to develop the editorial content, presence, and impact of journals, and as a tool for measuring the success of interventions.

Our training covers areas such as editorial content commissioning and copy-flow management; subscription, open access and exploring alternate business models; editorial board development; workflow processes and more. Our peer review training services provide our clients with full editorial management support; from understanding site configuration, through optimising peer review and production management to providing tools and techniques for continuous development and troubleshooting.

Our course structure is guided by group size, catering to individual one-on-one sessions with managing editors to larger group work. All our courses incorporate example demonstrations, relevant case studies, practical work, discussion and information handouts to complement the training, and can include customised training and bespoke workflow assessment services.

The courses in this document are divided into one and two-day events, but can be altered to incorporate any range of content and/or practical activity to suit your requirements. Our courses can also be delivered in a range of settings, depending on what you would like to achieve. For example; book us to run a larger-sized event and invite a range of delegates; as a society event to provide training to your members; as an in-house event for a small number of staff. Private in-house events can be fully tailored to use real-time data, producing results that can be implemented immediately across your business.

To ensure space in our schedule, and appropriate levels of customisation of your event, please allow a minimum 4-6 weeks when booking.

To book or to ask any questions please email [admin@dnjournals.co.uk](mailto:admin@dnjournals.co.uk)

# One-Day Editorial Training Courses

## Optimise editorial office efficiency

We have designed this session to give you ideas and advice on modern and effective methods of managing editorial and peer review processes.

This session will not only troubleshoot existing issues, but leave your editorial office with the tools to continue developing your titles, enabling you to offer a more competitive, quality service to your authors, editors and reviewers.

### **Who is the course for:**

Managing editors, assistants to journal editors, peer review managers, and anyone involved in the editorial office team of a journal.

### **Benefits:**

- Gain expert insights into the publishing processes of small and large publishers
- Identify strengths and weaknesses in your journal operations, and understand how to address weaknesses
- Identify areas to increase the efficiency of management operations
- Improve communications between the editorial office and authors, reviewers and editors.

### **Course contents:**

- Understand how to give your workflows and processes a health-check
- Tools and tips to analyse performance
- Learn what to benchmark your journal performance against
  - Tackling common issues and problems
  - Checking your journal policies
  - Checking your submission and peer review system
  - Effective emails and communication
  - The post-acceptance process.

## Advanced Excel for editorial offices

This full day course will help you to work effectively with multiple sheets in workbooks, use more complex functions effectively, combine list/database features with dynamic dashboard design and visual elements to make your working practices more efficient, gain new insights into the data you are working with, and help you produce effective reports.

During the course we will work on example data and problems to demonstrate the techniques, building up a spreadsheet of useful components to refer to and construct your own spreadsheets and dashboard reports.

### **Who is the course for:**

Peer review administrators, managing editors, production editors, and anyone working with spreadsheets on a regular basis.

### **Benefits:**

- Develop practical skills to make your day-to-day tasks more efficient, and your spreadsheets easier to use, and look more presentable
- Learn new, advanced techniques for summarising data, and creating interactive tables and charts
- Acquire a wealth of little tips, shortcuts and best practice to enhance day-to-day activities.

### **Course contents:**

- Understand workbook structure and how to decide what to include in a sheet
- Table formats and data entry validation
- How to clean large sets of data efficiently and effectively
- Build an interactive quick-reference reporting dashboard
- Building data tables with SUM and COUNT functions and multiple criteria
- Retrieving data and creating dynamic tables with VLOOKUP and INDEX MATCH
- How to highlight important features of tabular information, present trends and key statistics in an appropriate, visually appealing way
- Introduction to Visual Basic and macros
- How to merge multiple workbooks and automatically append data to a single table
- Recording macros for repetitive tasks.

## Essentials of social media for journals

This interactive session will give your Editorial Office and journal editors an overview of the ways in which you can promote your titles through social media platforms, with the aim of engaging readers, authors, institutions, funders, peers and wider society with the research.

The course discusses the role social media plays in science communication through practical exercises and group discussion.

### **Who is the course for:**

Managing editors, journal editors and anyone involved in the marketing and promotion of journal contents.

### **Benefits:**

- Understand how to set goals and targets, and acquire impact reports to benchmark and track performance
- Integrate your journal social media activity into a wider organisational strategy or context
- Understand how to choose the most relevant social media platforms for your audience
- Understand how social media can be used within the context of research communication
- Effectively engage with subject communities and increase impact and presence of journal contents.

### **Course contents:**

- Introduction to Altmetrics to measure the presence and attention of research online
- Engaging your editorial boards and journal community
- Differences between key public and academic social platforms, and common methods of modern article promotion
- Choosing appropriate social media tools to use
- Understand how to post research to social media in the most effective ways
- Learn how to set up and manage individual and organisational research profiles
- How to develop effective video content, efficiently
- Examples of valuable members of the scientific community to follow, engage with and learn from.

## Editorial board development

This course is designed to help journals and publishers get the most from their Editorial Boards, establish healthy, constructive and productive relationships, and make provisions for long-term succession planning.

### **Who is the course for:**

Managing editors and journal editors involved in recruiting and managing editorial boards of one or more journals.

### **Benefits:**

- Ensure your journals have the most appropriate experts on the board
- Ensure your boards work ethically, to current publishing standards
- Understand how your board members can support and inform your objectives
- Help your journals flourish once changes have been made.

### **Course contents:**

- Consider the form, functions and responsibilities of Editorial Boards
- Best practice guidance on working with your existing Board
- How to refresh a board or start from scratch with a new team.
- Techniques and ideas for identifying potential Board members
- How to invite and appoint a Board
- Developing role guides and agreements suitable for your journal
- How to engage journal boards as active contributors and ambassadors for your journal
- Tips and tools for measuring the ongoing contributions and success of your Editorial teams.

## Effective market analysis for strategic journal development

In this course, we give some hands-on, practical techniques for analysing the field of your journal, identifying developing trends in subject areas and author activity, as well as competitor journals or publishers; assess their strengths and weaknesses in activity and contrast them with your own journal to build development plans.

### **Who is the course for:**

Journal managers who wish to get a very deep and detailed understanding of trends and major contributors in their subject areas, make editorial development plans, and better understand the journals operating in their field.

### **Benefits:**

- Understand developing trends and the current state of publishing activity in your subject area/s
- Create development plans for your titles to capitalise on emerging trends
- Ensure your journal/s remain current by understanding how to use bibliometric data to enhance and develop the Editorial strength of your operations
- Gain valuable insights into competitor or comparison titles and publishing activity
- Acquire tools and techniques to conduct your own analysis in future.

### **Course contents:**

- Understand how to benchmark your journal/s on a range of measures
- Learn tools and techniques to compile and analyse data to create benchmark and performance goal metrics
- How to use data to assess opportunities and threats in measures such as peer review, submissions, author communities, citations and internet presence between your journal and competitors.

# Effective copyflow management, content & special issue commissioning

In this course, we provide detailed guidance on commissioning journal content, suitable for all levels of journals, whether you are looking to better establish the strengths of a title or get a new journal up and running.

We will provide ideas and processes to help you identify the needs of your journal, opportunities for commissioning; which types of articles to consider, and who to approach.

## **Who is the course for:**

Journal editors and managers looking for best practice advice on structuring processes and implementing optimal workflows.

## **Benefits:**

- Best practice guidance on developing calls for papers
- Effective plans to manage special issues
- Monitor, maintain, forecast, interpret and react to the specific copyflow needs of your journals
- Enhance processes for peer review, production and promotion.

## **Course contents:**

- Determining the aims & scope of your journal
- Strategies for attracting and retaining suitable authors
- Create ongoing action plans to increase receipt of quality articles
- Engaging your editorial board
- How to manage and monitor issue schedules
- Calls for papers and submissions - standardising your processes
- Working with special issue guest editors.

## Essential ethics for journal publishers

This course provides vital information of key and current issues in research and publication ethics, essential for understanding best practice and ethical conduct in journal publishing. This course will give publishing teams the information they need to advise their editors, authors and reviewers, and develop appropriate guidelines for their communities. Attendees will receive guidance and best practice advice on detecting and dealing effectively with possible misconduct and the importance of subscribing to ethical policies.

### **Who is the course for:**

All journal editors and publishing staff should be familiar with publishing ethics. This course is essential for best practice advice on implementing ethically sound standards and workflows at a journal.

### **Benefits:**

- Understand how to manage journals to high ethical standards
- Develop appropriate guidelines for your community
- Offer the best services to your journal community and keep up to date with industry developments.
- Guidance and best practice advice on detecting and dealing effectively with possible misconduct
- Improve chances of acceptance to major journal indexing databases

### **Course contents:**

- Concepts of publishing ethics for the Editorial Office, Journal Editors, Authors, and Reviewers
- Introduction to the Committee on Publication Ethics and other ethical organisations
- How to conduct a self-audit for adherence to ethical guidelines
- How to adopt guidelines and adapt your website and processes
- How to respond to possible misconduct
- How predatory journals are characterised by poor ethical conduct
- Examples of unethical publishing conduct, such as manipulation of impact metrics.



# One-to-Two Day Editorial Training Courses

These sessions will be customised to meet your specific needs, be it demonstrating techniques and best practice to a number of staff, or working closely with one or two individuals. We will work with your own systems and tools to help you develop them, or work with examples from your own subject area to provide practical context to the training.

## Peer review administration training

This in-depth session can provide training to cover essential to advanced elements of peer review management, as well as customised trouble-shooting and workflow development solutions.

The course will enhance communication skills, technical knowledge, and enable staff to balance achieving editorial goals and standards. Our trainers have extensive configuration and daily-use experience of platforms such as ScholarOne, Editorial Manager, Open Journal Systems, and bespoke in-house systems, as well as the experience of working to different editorial requirements.

### **Who is the course for:**

This course can be adapted to suit the needs of all peer review staff, from experienced managing editors looking to update skills or re-configure their workflows to new peer review administrators setting up and getting to grips with their systems.

### **Benefits:**

- Participants will be fully equipped to manage their own journal submission systems
- Acquire the knowledge to optimise peer review processes to meet the needs of your journal and community
- Gain new skills to independently troubleshoot issues as they arise.

### **Course contents:**

The course includes full training on all aspects of peer review management, including:

- Understanding site configuration
- User roles and functions
- How to perform administrator tasks such as checking papers, assigning editors and reviewers, making decisions
- Setting deadlines and reminder functions
- Configuring email templates
- Using reporting tools
- Advice on customisation to suit all workflows.

## Journal development workshop

This intensive course is designed to give editorial office teams in-depth practical advice, methods and tools to inform the development of one or more titles. This course will provide strategies for journal development to better achieve your goals, establish new sets of goals, address issues and concerns with current practices, and enhance the current standing and performance of journals.

### **Who is the course for:**

Journal managers and key editorial office staff looking to increase their skills and knowledge of journal publishing in a range of areas including editorial scope, editorial board composition, open access, promotion and marketing, production, ethics and website presentation.

### **Benefits:**

- Learn how to use empirical information to optimise your workflows, benchmark performance and set goals
- Learn how to develop appropriate, evidence-based action plans
- Understand how to assess competitor or comparison journal activity to inform your own goals
- Discover new tools to create a development strategy, produce empirically informed development plans, schedule implementations, and make interpretations as to how these changes may affect the journal.
- Understand how to use journal data to explore new business models, or plan for future scenarios such as PlanS and other potentially disruptive events.

### **Course contents:**

The course discusses ways to measure journal performance, and how to implement solutions to several frequently occurring development needs, including issues relating to;

- Peer review performance and copyflow
- Impact, presence and reputation
- Readership and citations
- Content, contributors, and competitors
- Editorial Board development
- Sales and marketing
- Production optimisation
- Website presentation, content and structure.

## Journal editor workshop

This fully interactive workshop offers Editors of scholarly journals expert development ideas and best practice guidance to address key issues of journal editing. In this course we will discuss methods for evaluating journals, providing ideas on how Editors can introduce changes, working with publisher resources, and utilising their own networks to increase the success of their titles.

### **Who is the course for:**

This session is suitable for everyone from new to experienced Editors, with decision-making or influential roles in scholarly journals.

### **Benefits:**

- Learn key questions, indicators and tools to use to continually assess your journal
- Identify key strengths and weaknesses with their titles
- Determine the role each of our journals plays in the field.
- Adapt to provide professional communities with an effective journal to publish their research.

### **Course contents:**

- Assessing journals in four key areas:
  - Editorial standards,
  - Aims and scope of content
  - Presentation and publication quality, and
  - Promotion and impact
- Optimising peer review process
- How to track and manage copyflow
- Effective article commissioning
- Maximising the potential from editorial boards
- Increasing the presence of your journal in your community.

## Effective marketing & promotion to increase impact & presence

This workshop gives your editorial office and journal editors deeper insights into marketing strategies for your journals, with a wider range of tools and techniques provided to promote your journals.

This course will help attendees learn how to combine social media strategies with traditional marketing activities to create effective, wide-ranging promotional campaigns. The course will inspire new ways of thinking about designing and circulating promotional materials and creating a visible and engaging presence for your journal.

### **Who is the course for:**

Managing editors, journal editors and anyone involved in the marketing and promotion of journal contents.

### **Benefits:**

- Understand how to set goals and targets, and acquire impact reports to benchmark and track performance
- Identify and combine off- and online marketing opportunities
- Integrate your journal social media activity into a wider organisational strategy or context
- Learn methods to effectively engage with subject communities
- Understand how to increase impact and presence of journal contents.

### **Course contents:**

- Different values of offline and online promotion
- Defining the identity, 'brand', position and value of your journal to the community
- Key objectives in marketing to different customers: authors, readers, librarians
- Developing different styles of materials for different audiences and situations
- Preparing a marketing strategy and schedule and setting achievable and motivating objectives
- Engaging your editorial boards and journal community
- Differences between key public and academic social platforms
- Creating a consistent voice across multiple channels
- Learn how to set up and manage individual and organisational research profiles
- How to develop effective video content, efficiently
- How to maximise the potential of mailing lists, mailshots and newsletters
- Making the most of conference and event marketing opportunities
- Using metrics and empirical data to identify potential customers.

## About the trainer



### Duncan Nicholas

Duncan is the Director of DN Journal Publishing Services. He has over 15 years' experience working in the journal publishing industry and is Vice-President for the European Association of Science Editors ([EASE](#)). He also chaired the 2017 and 2018 Conference Organising Committee for the International Society for Managing and Technical Editors ([ISMTE](#)).

He provides independent editorial consultancy and training courses to publishers, researchers and the wider scholarly community, working with clients around the world, in Europe, Asia, Middle East, Africa, and North America.

Duncan writes and delivers training workshops and presentations to editorial staff and researchers of all levels of academic seniority on a wide range of topics, and has been involved in the development, creation of content and recording of online learning materials, including a central role in producing the [Publons Academy](#). His workshops include editorial office management, writing and journal publishing skills, peer review, journal impact and metrics, open science, social media & promotion, publishing & research ethics, and copyright & licensing.

To read testimonials visit the DN Journals website: [www.dnjournals.co.uk/testimonials](http://www.dnjournals.co.uk/testimonials)

Some of the companies, organisations, universities and journals Duncan has worked with:

### Companies & Societies

Bristol University Press  
British Occupational Hygiene Society  
Charlesworth Author Services  
Cogent OA  
Editage  
EMBO Press  
Emerald Publishing  
Enago Author Services  
European Association of Developmental Psychology  
International Water Association  
KnowledgeE Publishing Services  
Lepra  
PEERE  
Publons (Clarivate)  
Royal Society of Tropical Medicine & Health  
Society of Occupational Medicine  
Taylor & Francis  
Textrum Publishing

### Universities & Institutions

Ain Shams University, Cairo, Egypt  
Beijing Children's Hospital, China  
Beijing Foreign Studies University, China  
Beijing Huilongguan Hospital, China  
Children's Cancer Hospital, Cairo, Egypt  
Glasgow University, UK  
Institute of Geographic Sciences and Natural Resources Research, China  
Kaunas University of Technology, Lithuania  
King Abdulaziz University, Saudi Arabia  
Kings' College London, UK  
Ministry of Higher Education, Cairo, Egypt  
University of Central Lancashire, UK  
University of East Anglia, UK  
University of Strathclyde, UK  
University of Sussex, UK  
Vilnius University, Lithuania

## Journals

Examples of some of the journals Duncan has worked with. 2017 Impact Factor and quartile rank provided as an indicator of the activity of each journal.

### Behavioural Science

Attachment and Human Development (IF. 2.147, Q.2)  
Behavioral Sciences of Terrorism and Political Aggression (IF. n/a)  
British Journal of Guidance and Counselling (IF. 0.907, Q.4)  
European Journal of Work & Organizational Psychology (IF. 2.638, Q.1)  
Work & Stress (IF. 3.14, Q.1)  
Writing Systems Research (IF. n/a)

### Business, Economics & Urban Environment

Applied Economics (IF. 0.750, Q.3)  
Applied Economics Letters (IF. 0.504, Q.4)  
Regional Studies (IF. 3.147, Q.1)

### Chemistry/Physics

Soft Materials (IF. 1.132, Q.4)

### Engineering

Construction Management and Economics (IF. n/a)  
International Journal of Control (IF. 2.101, Q.2)  
International Journal of Production Research (IF. 2.623, Q.2)

### Food Science

Food Additives and Contaminants - Part A Chemistry, Analysis, Control, Exposure and Risk Assessment (IF. 2.129, Q.2)

### Journalism

Ecquid Novi: African Journalism Studies (IF. 0.25, Q.4)

### Natural & Earth Sciences

Atmosphere-Ocean (IF. 1.195, Q.4)  
Australian Journal of Earth Sciences (IF. 1.22, Q.4)  
Journal of Natural History (IF. 0.875, Q.3)  
Norwegian Journal of Geography (IF. 0.979, Q.4)  
Veterinary Quarterly (IF. 1.492, Q.2)  
Journal of Hydroinformatics (IF. 1.797, Q.3)  
Journal of Water and Climate Change (IF. 0.809, Q.4)  
Hydrology Research (IF. 1.801, Q.2)

Journal of Water and Health (IF. 1.352, Q.3)  
Journal of Water Reuse and Desalination (IF. 0.688, Q.3)  
Journal of Water Supply: Research and Technology – AQUA (IF. n/a)  
Journal of Water, Sanitation and Hygiene for Development (IF. n/a)  
Water Policy (IF. 0.838, Q.4)  
Water Quality Research Journal of Canada (IF. 0.556, Q.4)  
Water Science and Technology (IF. 1.247, Q.4)  
Water Science and Technology: Water Supply (IF. 0.674, Q.4)  
H2Open Journal (IF. n/a.)

### Neuroscience

Cognitive Neuroscience (IF. 3.417, Q.2)  
Journal of Clinical and Experimental Neuropsychology (IF. 1.853, Q.3)  
Language, Cognition & Neuroscience (IF. 2.086, Q.1)  
Neurocase (IF. 0.92, Q.4)  
Social Neuroscience (IF. 2.575, Q.3)

### Psychology

Cognition and Emotion (IF. 2.563, Q.2)  
Cognitive Neuropsychiatry (IF. 1.329, Q.4)  
Cognitive Neuropsychology (IF. 1.796, Q.3)  
European Journal of Developmental Psychology (IF. 1.208, Q.4)  
European Review of Social Psychology (IF. 3.75, Q.1)  
Journal of Cognitive Psychology (IF. 1.378, Q.4)  
Journal of Forensic Psychiatry & Psychology (IF. 0.891, Q.3)  
Journal of Positive Psychology (IF. 2.594, Q.1)  
Laterality (IF. 1.388, Q.2)  
Memory (IF. 1.873, Q.3)  
Quarterly Journal of Experimental Psychology (IF. 2.449, Q.2)  
Religion, Brain and Behavior (IF. n/a)  
Self and Identity (IF. 1.435, Q.3)  
Social Influence (IF. 0.979, Q.4)  
Thinking and Reasoning (IF. 2.372, Q.2)  
Visual Cognition (IF. 1.343, Q.4)

### Politics, Society & Sociology

Critical and Radical Social Work (IF. n/a.)  
Emotions & Society (IF. n/a.)

European Journal of Politics and Gender (IF. n/a.)  
Evidence & Policy (IF. 1.127, Q.2)  
Families, Relationships and Societies (IF. n/a.)  
International Journal of Care and Caring (IF. n/a.)  
Journal of Gender-Based Violence (IF. n/a.)  
Journal of Poverty and Social Justice (IF. n/a.)  
Journal of Public Finance and Public Choice (IF. n/a.)  
Longitudinal & Life Course Studies (IF. n/a.)  
Policy & Politics (IF. 1.250, Q.2)  
Voluntary Sector Review (IF. n/a.)

#### **Public Administration & Education**

Forensic Science Policy & Management: An  
International Journal (IF. n/a)  
International Journal of Science Education  
(IF. 1.325, Q.3)  
International Public Management Journal  
(IF. 2.739, Q.1)  
Journal of Interlibrary Loan, Document Delivery &  
Electronic Reserve (IF. n/a)  
Studies in Higher Education (IF. 2.321, Q.1)

#### **Public Health, Environmental and Occupational Health**

Annals of Work Exposures and Health (IF. 1.615, Q.3)  
International Journal of Sexual Health (IF. 1.014, Q.4)  
Occupational Medicine (IF. 1.482, Q.3)

Nicholas D (2019) How to choose a journal and write  
a cover letter. *Saudi Journal of Anaesthesia*. 13, Suppl  
S1:35-41. DOI [10.4103/sja.SJA\\_691\\_18](https://doi.org/10.4103/sja.SJA_691_18)

Tennant J, Penders B, Ross-Hellauer T, Marušić A,  
Squazzoni F, Mackay AW, Maden CR, Shaw DM, Alam  
S, Mehmani B, Graziotin D, Nicholas D (2019) Boon,  
bias or bane? The potential influence of reviewer  
recommendations on editorial decision-making.  
*European Science Editing*. 45(1). DOI  
[10.20316/ESE.2019.45.18013](https://doi.org/10.20316/ESE.2019.45.18013)

Smart, P. and Gaston, T. (2019), How prevalent are  
plagiarized submissions? Global survey of editors.  
*Learned Publishing*, 32: 47-56. DOI:[10.1002/leap.1218](https://doi.org/10.1002/leap.1218)  
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Nicholas D (2018) Advances in standards and training  
for journal editors and peer reviewers. *European  
Science Editing*. 44(2)  
[10.20316/ESE.2018.44.18005](https://doi.org/10.20316/ESE.2018.44.18005)

Nicholas, D. Developing Communications:  
Customising and Automating Submission System  
Templates. *Editorial Office News*. February 2016

Nicholas, D. The role of social media in the research  
cycle. *European Science Editing* 2015; 41(4)  
[http://europeanscienceediting.eu/articles/the-role-  
of-social-media-in-the-research-cycle/](http://europeanscienceediting.eu/articles/the-role-of-social-media-in-the-research-cycle/)

## **Publications**