



**Journal of Forensic Nursing – Editorial Board Policies**

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## **EDITORIAL BOARD: JOURNAL OF FORENSIC NURSING OVERVIEW**

The *Journal of Forensic Nursing (JFN)*, is the official journal of the International Association of Forensic Nurses (IAFN), a professional organization dedicated to developing, promoting, and disseminating information globally about the science and practice of forensic nursing. As a groundbreaking publication, health care issues that transcend health and legal systems are discussed, through the articulation of forensic nursing's response to violence and trauma. The work of other disciplines who support and complement the work of forensic nursing is also featured. Subject matter may be of interest to the interdisciplinary readership or be of unique relevance to the subspecialist.

- The logo of the International Association of Forensic Nurses appears on the cover of the Journal, the Journal's letterhead, website, and all marketing and advertisements.

The purpose of the journal is to make forensic nursing science available to clinicians, educators, administrators, researchers, and policy makers. The journal's objective is to publish scholarly manuscripts and to expand empirical evidence important to forensic nursing worldwide.

The *Journal of Forensic Nursing* is a peer-reviewed professional journal, published quarterly by Wolters Kluwer, Inc.

- The Journal is published in spring (March), summer (June), fall (September) and winter (December)
- Deadlines for submission of all materials are established by the Publisher.

### **Editorial Board**

The *Journal of Forensic Nursing* Editorial Board is made up of the following nine (9) members:

- Editor-in-Chief, who is under contract with the International Association of Forensic Nurses
- Two (2) volunteer Associate Editors
- Eight (8) volunteer Editorial Board Members— inclusive of the International Editorial Board Member and the Case Report Editor

The Managing Editor, a Wolters-Kluwer employee, supports the Editorial Board and is responsible for the administration of the Journal's Editorial Manager submission website.

A member of the Board of the International Association of Forensic Nurses, shall serve as the official liaison to the *Journal of Forensic Nursing* Editorial Board, and publisher. The Education Director, of the International Association of Forensic Nurses, will serve as a staff liaison to the Journal Editorial Board, and publisher.

## EDITORIAL BOARD: MANUSCRIPT SUBMISSION AND REVIEW PROCESSES

### Overview

The journal features empirical studies, review and theoretical articles, methodological and concept papers, continuing professional development papers, and case reports that address the provision of nursing care to victims and perpetrators of violence and trauma. The Journal's objective is to publish scholarly peer reviewed manuscripts and to expand empirical evidence important to the practice of forensic nursing globally. Both solicited and unsolicited manuscripts are welcome. All manuscripts must be original work, not previously published (or considered for publication elsewhere) and submitted exclusively to the *Journal of Forensic Nursing*. Articles are received on a non-compensatory basis.

Submissions from nursing and related disciplines are encouraged and all manuscripts should include implications for forensic nursing. Topics representing the diversity of the specialty are of interest and include, but are not limited to, interpersonal violence (sexual assault, abuse, intimate partner violence, human trafficking); death investigation; legal and ethical issues; forensic mental health; issues unique to corrections, and emergency and trauma nursing. Query letters are not required, but are welcome as they can provide the Editor(s) with the opportunity to express interest and offer developmental guidance.

### Article Types

- **Original Articles** – Include research papers (quantitative and qualitative) and non-research papers (theoretical, methodological, and conceptual). Suggested headings for research papers include: a) Introduction; b) Design/Methods; c) Results/Findings; d) Discussion; e) Conclusions. Non research papers should be organized in a logical manner and include the judicious use of appropriate headings to organize content and facilitate reading. Original articles must include a section on implications for clinical practice. Please make sure to describe how the research findings, or the information gleaned in the article can be applied to practice. Original articles between 3000-5000 words will be considered.
- **Review articles** – Includes systematic, narrative and integrative reviews, meta-analyses, and meta-syntheses of domains of inquiry relevant to forensic nursing. Suggested headings: a) Background/questions addressed; b) Review methods; c) Review results; d) Discussion and implications (including implications for clinical forensic nursing). Review papers should be limited to 5000 words.
- **Case Reports** – Are embedded in clinical practice, present unique forensic situations, and are designed to educate and inform the readership. Content should be organized into the following sections: description of the case, summary of key findings, treatment, discussion, and conclusions. Concise, well written manuscripts between 1000 – 2000 words are welcome.
- **Letters to the Editor** – All letters are subject to review, and considered on a case-by-case basis. Letters may be written in response to previously published articles, and authors referenced in the letter will be invited to respond. Letters regarding a particularly

issue or concern warranting further discourse are also invited. Letters should be limited to 500-1000 words.

## Review Processes

After a manuscript is received via Editorial Manager, the *Journal of Forensic Nursing's* manuscript submission system, the primary author is sent a letter of acknowledgment. The manuscript is then forwarded to the Editor-in-Chief who conducts an initial review to determine if the content is suitable for the journal. If it is not, the manuscript is "Rejected without Review/Not in Scope," and returned to the author. For manuscripts deemed potentially suitable, the Editor-in-Chief sends the manuscript out for review to three reviewers selected from the journal's Editorial Board and Manuscript Review Panel.

The *Journal of Forensic Nursing* follows a double-blind peer review process, the reviewers are blinded to the identity of the author(s) and the author(s) are similarly blinded to the identities of the peer reviewers. Decisions regarding acceptance for publication are primarily based on the recommendations of the reviewers.

There are 5 potential manuscript related decisions:

- **Accept** – Manuscripts accepted as-is are very rare; in such cases a decision is made on manuscripts that only require minor copy editing completed by the Editor-in Chief. Accepted articles are published-ahead-of-print (with the digital object identifier [DOI] noted) on the Journal's website prior to being assigned to a particular issue.
- **Accept Pending Minor Revisions** – In such cases, the author(s) is invited to respond to the reviewers' comments. The manuscript may be returned to the original reviewers for their ongoing assessment. The Editor-in-Chief finalizes the decision and completes the copy editing.
- **Revise and Resubmit** -- In such cases there is no promise of acceptance, as acceptance is contingent on the author's response to the reviewers' feedback. The revised submission is sent to the original reviewers for their ongoing assessment. In some cases, authors may need to revise their manuscript more than once (based upon the reviewers' assessment of the revised manuscript). The final decision is to be made by the Editor-in-Chief who completes the copy editing.
- **Reject** -- The manuscript is rejected, based upon reviewers' assessments, recommendations, and priority rating. Feedback is provided to the author(s) for information only and does not constitute a request for revisions. The manuscript is released from consideration, and author(s) is free to submit it elsewhere.
- **Reject without review/Not in Scope** -- The manuscript is reviewed by the Editor-in-Chief (or delegated to an Associate Editor or Editorial Board Member). The author(s) is informed that the submission does not lie within the scope of the journal. The manuscript is released from consideration, and the author(s) is free to submit it to a more appropriate journal.

## **Association Pages**

The International Association of Forensic Nurses, has the opportunity to publish position statements, President's Messages, and other association business in the section of the journal entitled Association Pages, found in the online section of the *Journal of Forensic Nursing*.

## **Copyright**

Copyright on all published articles will be held by the International Association of Forensic Nurses. Each contributing author of a submitted manuscript must sign a statement expressly transferring copyright if the paper is published. The copyright form is completed by the corresponding author at the time of submission. Additional authors will be sent the copyright assignment forms, which will need to be completed before the manuscript can be published. All material subject to copyright appearing in the *Journal of Forensic Nursing* may not be photocopied, reprinted, or duplicated in any manner without express permission of the publisher. Information regarding rights and permissions can be found on the Journal of Forensic Nursing Website, under the Journal Information tab.

## **Open Access**

Open access is the free, immediate online access for any user to digital scientific and scholarly material, primarily research articles published in peer-reviewed journals. Publishing a manuscript via open access, allows authors to comply with their funding mandates by offering open access. The hybrid open access option is available post acceptance of the article for publication. An Article Publishing Charge is paid by the author. This license allows users to copy and distribute the material in any medium or format in un-adapted form only, for noncommercial purposes only, and only so long as attribution is given to the creator. Fees for open access publishing are in keeping with industry standards. . Further information regarding Open Access can be found on the Journal of Forensic Nursing's website under the tab Journal Information.

## **EDITORIAL BOARD ROLE DESCRIPTION: EDITOR-IN-CHIEF**

### **Overview of the Position**

The *Journal of Forensic Nursing*, the official journal of the International Association of Forensic Nurses, is a groundbreaking publication that addresses health care issues that transcend health and legal systems by articulating nursing's response to violence. The journal features empirical studies, review and theoretical articles, methodological and concept papers, case reports and letters to the editor, that address the provision of care to victims and perpetrators of violence, trauma, and abuse.

The Editor-in-Chief is responsible for providing the vision, energy, leadership, development and implementation of criteria for journal content, direction, peer review process, strategic plan, and journal policies to ensure a professional, relevant publication that is aligned with the philosophy and goals of the International Association of Forensic Nurses (IAFN). The relationship between the International Association of Forensic Nurses and the *Journal of Forensic Nursing*, however is based on editorial independence.

### **Eligibility Requirements**

- Member in good standing of the International Association of Forensic Nurses
- Knowledge of, and expertise relevant to clinical practice, education, administration research, and/or policy development relevant to forensic nursing.

### **Desirable Qualifications**

- Educational preparation at the doctoral level (preferred) in a relevant field of study
- Demonstrated understanding of the International Association of Forensic Nurses structure, function, mission, objectives and long-range strategic plans.
- Demonstrated expertise in all aspects of the publishing process including authorship and manuscript review in leading peer-reviewed nursing and healthcare journals
- Track record of conducting and publishing research and scholarly work
- Solid editorial and peer review expertise
- Experience with online manuscript submission websites (desirable); must have willingness to learn Editorial Manager system
- Evidence of project management skills
- Demonstrated leadership skills, including delegation and conflict management
- Established relationships with nursing and healthcare leaders and institutions nationally and internationally
- Professional visibility in forensic nursing
- Strong organizational and communication skills
- Ability to meet deadlines

## Expectations

- Develops and implements a targeted editorial plan to identify and actively recruit authors to submit manuscripts on topics of interest to forensic nurses in practice, education, research, administration and policy development.
- Implements strategies to increase the number of high quality submissions, usage, citations, and other measures of success (e.g. Impact Factor).
- Oversees the Editorial Board comprised of national/international renowned scholars and the panel of distinguished peer reviewers.
- Abides by the Committee on Publication Ethics (COPE) *Core Practices* <https://publicationethics.org/core-practices> and *Ethical Guidelines for Peer Reviewers* [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- Adheres to the production schedules and deadlines established by the Publisher
- Adheres to the annual page limit set for the journal
- Sets the agenda for the annual Editorial Board Meeting held in conjunction with the International Conference on Forensic Nursing Science and Practice.
- Provides an annual report to the IAFN Board and CEO addressing numbers of manuscripts received, manuscript decisions, publisher's report, and a review of the journal's topical map
- Calls additional board meetings as warranted (generally 2 additional virtual meetings (e.g. January and May).
- Participates in professional continuing education appropriate
- Encourages submissions and solicit manuscripts for review for publication
- Writes introductory pieces and editorials and solicits guest editors
- Seeks the views of authors, readers, reviewers and editorial board members about ways of improving journal processes.
- Submits periodic reports as requested by the IAFN Board of Directors
- The Editor-in-Chief shall not engage in any editorial activities that are in conflict with the policies of the International Association of Forensic Nurses, nor perform services for organizations or associations that are deemed direct competitors to the *Journal of Forensic Nursing*.

## Major Responsibilities/Job Duties

Duties and responsibilities of Editorial Board Members shall include the following:

- Solicits, in consultation with other Editorial Board members an adequate number of acceptable manuscripts to ensure that there is sufficient editorial content available for each issue of the *Journal of Forensic Nursing* to meet established production schedules and deadlines.
- Implements high quality and efficient peer review processes, strategies to reduce academic misconduct, and supports initiatives to promote publication ethics
- Conducts preliminary reviews of all manuscripts received to determine whether they are appropriate for review by members of the Editorial Board and/or Manuscript Review



Panel. Those considered appropriate shall be assigned for review in accordance with established editorial policies.

- Manages the manuscript acquisition and peer review process and appoints and directs the activities of the editorial board and peer-review panel
- Works with reviewers and authors to ensure each manuscript is reviewed and revised until ready for publication (or rejected).
- Coordinates all correspondence with authors, including letters of acceptance and rejection.
- Copy edits all accepted manuscripts to assure their technical, methodological, and clinical accuracy prior to their submission to the production editor for publication.
- Selects the Nursing Continuing Professional Development Article, according to the schedule set by the publisher, and reviews and approves the test questions. Lippincott Professional Development, an accredited provider of nursing professional development, will award continuing education contact hours upon successful completion of the test.
- Submits complete editorial materials, through Editorial Manager, to the Publisher according to established productions schedules
- Reviews all galleys and page proofs and submits necessary corrections as per the production schedule set by the Senior Production Editor.
- Oversees subcommittees of the Editorial Board (e.g. Articles of the Year awards, Editorial Board and Peer Review Panel Search Committees)
- Maintains current knowledge of scientific publishing practices, journalistic excellence, and contemporary publishing trends, through engaging in professional education offered via the Publisher, membership in the International Academy of Nursing Editors, and attending their annual conference and meeting.

### **Term of Office**

- The Editor-in-Chief position is under contract with the International Association of Forensic Nurses, and reports to the Chief Executive Officer.
- The Term of Office is ongoing, subject to optimal performance evaluation
- Transition to a new Editor-in-Chief, if so desired by incumbent or the International Association of Forensic Nurses, shall allow for sufficient time to recruit and orient a new Editor-in-Chief
- In the event that the incumbent wishes to end their appointment, a notice of 180 days must be given to the Chief Executive Officer/International Association of Forensic Nurses

### **Recruitment of a new Editor-in Chief**

In addition to the organizational requirements, individuals interested in the Editor-in-Chief position should submit their curriculum vitae, a cover letter outlining their interest and qualifications, and an editorial statement of 1000 words or less summarizing their views on: 1) the future of forensic nursing scholarship and practice; and 2) how, under their leadership, the *Journal of Forensic Nursing* will continue to be a groundbreaking publication and source of information for forensic nurses globally.

Suggested members of the search committee shall include: the Publisher, a member of the Editorial Board, the Chief-Executive Officer, and the President (or designate) of the International Association of Forensic Nurses.

## **EDITORIAL BOARD ROLE DESCRIPTION: ASSOCIATE EDITORS**

### **Overview of the Position**

Associate Editors are volunteers, who are responsible for collaborating with the Editor-in-Chief on developing and implementing criteria for journal content, direction, peer review process, strategic plan, and journal policies to ensure a professional, relevant publication that is aligned with the philosophy and goals of the International Association of Forensic Nurses (IAFN). As directed by the Editor-in Chief, Associate Editors may coordinate activities of Editorial Board members, and may work directly with the publisher on production and other journal-related activities.

### **Eligibility Requirements**

- Member in good standing of the International Association of Forensic Nurses
- Knowledge of, and expertise relevant to clinical practice, education, administration research, and/or policy development relevant to forensic nursing.

### **Desirable Qualifications**

- Educational preparation at the doctoral level (preferred) in a relevant field of study
- Understanding of the association’s structure, function, mission, objectives and long-range strategic plans.
- Professional visibility in forensic nursing
- Knowledge of experts in the field
- Track record of conducting and publishing research and scholarly work
- Experience as an Editorial Board member (and/or reviewer) for a scientific or scholarly peer reviewed publication
- Knowledge of peer review processes and issues
- Willingness to devote large blocks of time to journal activities
- Strong organizational and communication skills
- Ability to meet deadlines

### **Expectations**

- Abide by the Committee on Publication Ethics (COPE) *Core Practices* <https://publicationethics.org/core-practices> and *Ethical Guidelines for Peer Reviewers* [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- Participate in the annual Editorial Board Meeting held in conjunction with the IAFN International Conference on Forensic Nursing Science and Practice
- Participate in virtual calls (e.g. Zoom, Microsoft Teams) as scheduled
- Encourage submissions and solicit manuscripts for review for publication
- Provide regular contributions to the peer review process through timely impartial “double-blind reviews” of manuscripts as assigned by the Editor-in-Chief (refer further to the Peer Reviewer Role description)

- Associate Editors, who also serve as peer reviewers, can expect to complete, on average, between 10-15 reviews annually
- Lead special issue development as appropriate
- Serve on ad hoc committees as needed
- Associate Editors, shall not serve concurrently in such roles on other editorial boards deemed as direct competitors with the *Journal of Forensic Nursing* within the field of forensic nursing.
- Associate Editors, may submit manuscripts to any journal, may edit books, and serve as advisors to publishers. They may also serve on editorial or advisory boards of journals in areas deemed by the Board of Directors to be non-competitive with the International Association of Forensic Nurses or the *Journal of Forensic Nursing*.

### **Major Responsibilities/Job Duties**

Duties and responsibilities of the Associate Editors shall include the following:

- In consultation with other Editorial Board members, solicit a sufficient number of acceptable manuscripts to ensure that there is sufficient editorial content available for each issue of the *Journal of Forensic Nursing* to meet established production schedules and deadlines.
- Conduct preliminary review of manuscripts received, as assigned by the Editor-in-Chief, to determine whether or not they are appropriate to review by the Editorial Board and/or Manuscript Review Panel. Those considered appropriate shall be assigned for review in accordance with established editorial policies.
- Contributes to an annual editorial plan for the *Journal of Forensic Nursing*, in consultation with the Editor-in-Chief and Editorial Board members,
- Submits periodic reports as requested to the Editor-in-Chief and/or reports to the IAFN Board of Directors as requested by the Editor-in-Chief.
- Submits written reports, as requested, to the Editor-in-Chief on the status of manuscripts planned for future publications.
- Adheres to the production schedules and deadlines established by the Publisher and the Editor-in-Chief.
- Associate Editors, also serve as peer reviewers, and are eligible for Continuing Education credits, based upon evaluation and approval of the Editor-in-Chief.
- Performs other duties and responsibilities as may be directed by the Editor-in-Chief

### **Term of Office**

- Associate Editor vacant positions are filled by the Editor-in-Chief in consultation with the Associate Editors. Associate Editors are typically selected from members currently serving on the Editorial Board.
- Associate Editor positions are for a five (5)-year term. Should the Associate Editor's performance be less than optimal, the Editor-in-Chief will formally communicate concerns and work with the Associate Editor to ensure the success of their continued appointment.

- The Editor-in-Chief reserves the right to request the resignation of any Associate Editor if performance issues cannot be resolved.

## **EDITORIAL BOARD ROLE DESCRIPTION: EDITORIAL BOARD MEMBERS**

### **Overview of the Position**

Editorial Board Members are volunteers, who are responsible for collaborating with the Editor-in-Chief and Associate Editors in setting and maintaining the highest scientific and professional standards for the *Journal of Forensic Nursing*. Members of the editorial board will assist the Editor-in-Chief in an advisory capacity in manuscript solicitation, peer review, marketing, and in developing articles for publication. Board members are also involved in determining policy, recommending peer reviewers, selecting winners for journal writing awards, and other journal business as directed by the Editor-in-Chief.

### **Eligibility Requirements**

- Member in good standing of the International Association of Forensic Nurses
- Knowledge of, and expertise relevant to clinical practice, education, administration research, and/or policy development relevant to forensic nursing.

### **Desirable Qualifications**

- Educational preparation at the doctoral level (preferred) in a relevant field of study
- Understanding of the association's structure, function, mission, objectives, and long-range strategic plans.
- Professional visibility in forensic nursing
- Knowledge of experts in field
- Established relationships with nursing and healthcare leaders and institutions nationally and globally
- Track record of conducting and publishing research and scholarly work
- Experience as an Editorial Board member (and/or reviewer) for a scientific or scholarly peer reviewed publication
- Knowledge of peer review processes and issues
- Willingness to devote large blocks of time to journal activities
- Strong organizational and communication skills
- Experience with online manuscript submissions
- Ability to meet deadlines

### **Expectations**

- Abides by the Committee on Publication Ethics (COPE) Core Practices <https://publicationethics.org/core-practices> and Ethical Guidelines for Peer Reviewers [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- Complete an impartial “double-blind review” of manuscripts as assigned by the Editor-in-Chief (refer further to the Peer Reviewer Role description)
- Provide regular contributions to the peer review process through timely manuscript review

- Editorial Board Members, as peer reviewers, can expect to complete, on average, between 10-15 reviews annually.
- Participate in the annual Editorial Board Meeting held in conjunction with the IAFN International Conference on Forensic Nursing Science and Practice
- Participate in virtual calls (e.g. Zoom, Microsoft Teams) as scheduled
- Encourage submissions and solicit manuscripts for review for publication
- Provide regular contributions to the peer review process through timely manuscript review
- Lead special issue development as appropriate
- Serve on ad hoc committees as needed
- Editorial Board members, shall not serve concurrently in such roles on other editorial boards deemed as direct competitors with the *Journal of Forensic Nursing* within the field of forensic nursing.
- Editorial Board members, may submit manuscripts to any journal, may edit books, and serve as advisors to publishers. They may also serve on editorial or advisory boards of journals in areas deemed by the Board of Directors to be non-competitive with the International Association of Forensic Nurses or the Journal of Forensic Nursing.

### **Major Responsibilities/Job Duties**

Duties and responsibilities of Editorial Board Members shall include the following:

- In consultation with the Editor-in-Chief and Associate Editors, develop and implement an editorial plan to identify, and actively recruit a sufficient number of acceptable manuscripts to ensure that there is sufficient editorial content available for each issue of the *Journal of Forensic Nursing* to meet established production schedules and deadlines.
- Support and promote the *Journal of Forensic Nursing* and its mission.
- Participate in determining policy and ensure that the mission of the *Journal* is the focus of all policy decisions.
- Ensure that the criteria for manuscript submission governs acceptance or rejection of manuscripts for publication.
- Actively solicit and secure manuscript submissions and suggest potential authors
- Mentor new authors
- Write guest editorials upon request of the Editor-in-Chief
- Submit manuscripts for review for publication in the *Journal of Forensic Nursing*.
- May serve on the Writing Awards Subcommittee, and act as judges for writing awards.
- Editorial Board Members, who also serve as peer reviewers, are eligible for Continuing Education credits, based upon evaluation and approval of the Editor-in-Chief.
- Perform such other duties and responsibilities as may be directed by the Editor-in-Chief

### **Term of Office**

Editorial Board Member positions are filled through a competitive process, based upon the recommendations of the Editorial Board Search Committee, to the Editor-in-Chief (refer further to the call for Editorial Board Members advertisement).

Editorial Board Member positions are for a five (5)-year term. Should the Editorial Board Member's performance be less than optimal, the Editor-in-Chief will formally communicate concerns and work with the Editorial Board Member to ensure the success of their continued appointment. The Editor-in-Chief reserves the right to request the resignation of any Editorial Board member if performance issues cannot be resolved.



## **EDITORIAL BOARD ROLE DESCRIPTION: INTERNATIONAL EDITORIAL BOARD MEMBER**

### **Overview of the Position**

The International Editorial Board Member is a volunteer, who is responsible for collaborating with the Editor-in-Chief, Associate Editors, and other members of the Editorial Board in setting and maintaining the highest scientific and professional standards for the *Journal of Forensic Nursing*. In recognition of the worldwide scope of forensic nursing issues, and the global reach of the *Journal of Forensic Nursing*, one of the Editorial Board positions is dedicated to the recruitment of an International Editorial Board member. The International Board Member will assist the Editor-in-Chief in an advisory capacity in global manuscript solicitation, peer review, and in developing articles for publication. As well as contributing to policy, recommending peer reviewers, selecting winners for journal writing awards and other journal business as directed by the Editor-in-Chief.

### **Eligibility Requirements**

- Member in good standing of the International Association of Forensic Nurses
- Resides and practices outside of the United States and Canada
- Knowledge of, and expertise relevant to clinical practice, education, administration research, and/or policy development relevant to forensic nursing from a global perspective

### **Desirable Qualifications**

- Educational preparation at the doctoral level (preferred) in a relevant field of study
- Understanding of the association's structure, function, mission, objectives, and long-range strategic plans.
- Professional visibility in forensic nursing
- Knowledge of experts in field
- Established relationships with nursing and healthcare leaders and institutions nationally and globally
- Track record of conducting and publishing research and scholarly work
- Experience as an Editorial Board member (and/or reviewer) for a scientific or scholarly peer reviewed publication
- Knowledge of peer review processes and issues
- Willingness to devote large blocks of time to journal activities
- Strong organizational and communication skills
- Experience with online manuscript submissions
- Ability to meet deadlines

## Expectations

- Abide by the Committee on Publication Ethics (COPE) Core Practices <https://publicationethics.org/core-practices> and Ethical Guidelines for Peer Reviewers [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- Complete an impartial “double-blind review” of manuscripts as assigned by the Editor-in-Chief (refer further to the Peer Reviewer Role description)
- Provide regular contributions to the peer review process through timely manuscript review
- Editorial Board Members, as peer reviewers, can expect to complete, on average, between 10-15 reviews annually.
- Participate in the annual Editorial Board Meeting held in conjunction with the IAFN International Conference on Forensic Nursing Science and Practice
- Participate in teleconference calls (e.g. Zoom, Microsoft Teams) as scheduled
- Encourage submissions and solicit manuscripts for review for publication
- Provide regular contributions to the peer review process through timely manuscript review
- Lead special issue development as appropriate
- Serve on ad hoc committees as needed
- Editorial Board members, shall not serve concurrently in such roles on other editorial boards deemed as direct competitors with the *Journal of Forensic Nursing* within the field of forensic nursing.
- Editorial Board members, may submit manuscripts to any journal, may edit books, and serve as advisors to publishers. They may also serve on editorial or advisory boards of journals in areas deemed by the Board of Directors to be non-competitive with the International Association of Forensic Nurses or the *Journal of Forensic Nursing*.

## Major Responsibilities/Job Duties

Duties and responsibilities of Editorial Board Members shall include the following:

- In consultation with the Editor-in-Chief and Associate Editors, develop and implement an editorial plan to identify, and actively recruit a sufficient number of acceptable manuscripts to ensure that there is sufficient editorial content available for each issue of the *Journal of Forensic Nursing* to meet established production schedules and deadlines.
- Support and promote the *Journal of Forensic Nursing* and its mission.
- Participate in determining policy and ensure that the mission of the *Journal* is the focus of all policy decisions.
- Ensure that the criteria for manuscript submission governs acceptance or rejection of manuscripts for publication.
- Actively solicit and secure manuscript submissions and suggest potential authors
- Mentor new authors
- Write guest editorials upon request of the Editor-in-Chief

- Submit manuscripts for review for publication in the *Journal of Forensic Nursing*.
- May serve on the Writing Awards Subcommittee, and act as judges for writing awards.
- Editorial Board Members, who also serve as peer reviewers, are eligible for Continuing Education credits, based upon evaluation and approval of the Editor-in-Chief.
- Perform such other duties and responsibilities as may be directed by the Editor-in-Chief

### **Term of Office**

The International Editorial Board Member position is filled through a competitive process, based upon the recommendations of the Editorial Board Search Committee, to the Editor-in-Chief (refer further to the call for an International Editorial Board Member advertisement).

Editorial Board Member positions are for a five (5)-year term. Should the Editorial Board Member's performance be less than optimal, the Editor-in-Chief will formally communicate concerns and work with the Editorial Board Member to ensure the success of their continued appointment. The Editor-in-Chief reserves the right to request the resignation of any Editorial Board member if performance issues cannot be resolved.

## **EDITORIAL BOARD ROLE DESCRIPTION: PEER REVIEW PANEL MEMBERS**

### **Overview of the Position**

The *Journal of Forensic Nursing*, since its inception, has adopted a double-blind peer review process where the identities of the author and the reviewer are hidden or blinded from one another. The purpose of the peer review process is twofold: 1) through evaluating the rigor and relevance of papers under consideration, peer reviewers assist the Editor-in-Chief in making final decisions regarding the selection of what is published; and 2) to provide thoughtful guidance to authors in further transforming their work for publication.

Members of the Peer Review Panel are volunteers who contribute to the publication of clinically accurate and timely articles in the *Journal of Forensic Nursing*, that are relevant to the maintenance and improvement of patient care and forensic nursing practice.

### **Eligibility Requirements**

- Knowledge of, and clinical expertise in forensic nursing, or related forensic discipline

### **Desirable Qualifications**

- Knowledge of the discipline
- Graduate degree(s) in nursing or related discipline (e.g. Masters, doctoral) preferred
- Understanding of the scope, mandate, and readership of the *Journal of Forensic Nursing*
- Professional visibility in forensic nursing, or related forensic discipline
- Track record of publishing research and scholarly work (preferred)
- Previous editing experience (preferred)
- Manuscript review experience (preferred)
- Ability to meet deadlines

### **Expectations**

- Follows the review guidelines by evaluating manuscripts according to the following attributes: appropriateness, methodology, innovation, readability, ethics, and clinical Implications. These categories should underpin the evaluation of the manuscript and provide a framework for the written response.
- Provides authors with respectful and constructive feedback and recommendations for improvement
- The unpublished manuscript is a privileged document and needs to be protected from any form of exploitation. Reviewers are expected not to cite a manuscript or refer to the work it describes before it has been published and to refrain from using the information it contains for the advancement of their own purposes.
- Abide by the Committee on Publication Ethics (COPE) Ethical Guidelines for Peer Reviewers <https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers->

[v2\\_0.pdf](#)

- Reviewers notify the Editor-in-Chief if there are sections of the manuscript that they are not well versed in, (e.g. a particular statistical or methodological approach).
- Peer reviewers can expect to complete, on average, between 5-10 reviews annually.

### **Major Responsibilities/Duties**

- Complete an impartial “double-blind review” of manuscripts as assigned by the Editor-in-Chief. If reviewers cannot assure an impartial review, they should immediately decline the review, so that it may be assigned to another reviewer.
- May suggest format, organization, or style changes that would strengthen manuscripts.
- Makes a definitive recommendation accompanied by appropriate rationale. Peer reviewers’ recommendations fall into one of the following categories: accept, accept with minor revisions, revise and resubmit, or reject.
- Reviewers may not refer a manuscript to another reviewer without the permission of the Editor-in-Chief.
- Copy editing is not an expectation of the reviewer. However, if reviewers have experience in this area, they may feel free to offer suggestions to correct deficiencies of style, mistakes in grammar, typographical errors, or APA errors.
- The reviewer’s assessment of a manuscript, as well as other reviewers’ assessments will be reviewed by the Editor-in-Chief (or Associate Editors as needed) in making final editorial decisions.
- The Editor-in-Chief reserves the right to act on the recommendations of reviewers; and retains the right to make final decisions regarding the acceptance and publication of the manuscript.
- Reviewers should not share their recommendation in their feedback to the author; their recommendation should only be shared with the Editor-in-Chief.
- Suggest topics and/or potential authors for future manuscript submissions.
- May contribute ideas regarding JFN development or content.
- May submit manuscripts for consideration for publication in the *Journal of Forensic Nursing*.
- Members of the Peer Review Panel are provided with opportunities for relevant training and are eligible for Continuing Education credits based upon evaluation and approval of the Editor-in-Chief.

### **Term of Office**

- Peer reviewers are selected by the Editor-in-Chief in consultation with members of the Editorial Board.
- The term of office is ongoing, subject to optimal performance.
- The Editor-in-Chief reserves the right to request the resignation of any Reviewer if performance issues cannot be resolved.

### **Resources**

- Two Peer Review Online Training Courses have been developed by Wolters-Kluwer (publisher) and Editage (professional editing service): a basic and an advanced course. The basic course, which is completely free, consists of six interactive modules, including videos, quizzes, a discussion forum, and a downloadable peer review template. Upon completion of the course, registrants are provided with a certificate of completion. For more information and to register for either the basic or the advanced courses please see <https://wkauthorservices.editage.com/peer-reviewer-training-course/>
- *Ethical Guidelines for Peer Reviewers*, developed by the Committee on Publication Ethics (COPE) is a comprehensive guide designed to inform reviewers, novices and experts alike, on the ethical and practical components of peer review, such as professional responsibility, accountability, confidentiality, timeliness, offering appropriate feedback, and the importance of continuing professional development. Please see [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- *Reviewing Journal Manuscripts* (Pierson, 2015), a comprehensive guidebook that addresses what peer review is, how to become a reviewer, how to provide constructive feedback, and how to review different types of manuscripts (e.g., clinical papers, research papers, literature review manuscripts). This resource is freely available at [https://onlinelibrary.wiley.com/pb-assets/assets/17504910/reviewing\\_journal\\_manuscripts-1627986777000.pdf](https://onlinelibrary.wiley.com/pb-assets/assets/17504910/reviewing_journal_manuscripts-1627986777000.pdf)

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## **EDITORIAL BOARD ROLE DESCRIPTION: MANAGING EDITOR**

### **Overview of the Position**

The Managing Editor is an integral member of the *Journal of Forensic Nursing* editorial leadership team, who is expected to liaise with the Editor-in-Chief, and other members of the editorial team as necessary. The primary responsibility of the Managing Editor is the administration of the Journal's Editorial Manager site, an online platform for streamlining editorial processes and communication. The Managing Editor reports to the Editor-in-Chief of the *Journal of Forensic Nursing*.

### **Eligibility Requirements**

- At least 2-3 years editorial experience in a publishing or related setting (could include copy editing, production, journal management or related experience)
- Working knowledge of Editorial Manager Software

### **Desirable Qualifications**

- Ability to abide by deadlines and time constraints
- Ability to work both autonomously and collaboratively as part of a team
- Excellent spoken and written communication skills

### **Expectations**

- Abides by the Committee on Publication Ethics (COPE) Core Practices <https://publicationethics.org/core-practices> and Ethical Guidelines for Peer Reviewers [https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2\\_0.pdf](https://publicationethics.org/files/cope-ethical-guidelines-peer-reviewers-v2_0.pdf)
- Maintains current knowledge of scientific publishing practices, journalistic excellence, and industry trends.

### **Major Responsibilities/Job Duties**

- Manages the Editorial Manager submission and peer review website.
- Provides support for Editorial Manager users, including email communication and issue resolution.
- Checks in submitted manuscripts and returns manuscripts that do not meet the submission criteria
- Manages manuscript submission data
- Forwards manuscripts to the production team once accepted by the Editor-in-Chief
- Manages the peer reviewer database in Editorial Manager
- Provides data reports on submitted manuscripts and system users, as requested.

- Prepares annual reports (e.g. submissions, decisions, peer reviewer reports) as requested by the Editor-in-Chief

**Term of Office**

The Managing Editor position is currently filled by a Wolters Kluwer staff member.



## **EDITORIAL BOARD: JOURNAL OF FORENSIC NURSING WRITING AWARDS**

### **Overview**

On an annual basis, members of the editorial board review articles published during the publication year under consideration. Articles of the Year may be awarded in the following categories: clinical practice, education, and research. Articles of the Year awards are typically announced and presented during the *International Conference on Forensic Science and Practice*, are acknowledged in the *Journal of Forensic Nursing*, and noted on the *Journal of Forensic Nursing* website.

### **Procedure**

A subcommittee of the editorial board is tasked with reviewing all the articles published during the year under consideration, in preparation for creating a short list of articles for review and voting by remaining editorial board members

- Subcommittee members independently review all articles published in the year under consideration and classify them as clinical practice, education, or research articles
- Articles are then assessed for their innovation, significance, approach, potential impact, and overall writing on a five-point scale (poor – fair – average – good – excellent) where 1 = poor and 5 = excellent.
- The short list is presented to remaining board members, who are asked to cast their votes in each of the categories
- Winners of the Articles of the Year will be notified by the Editor-in-Chief, and asked for a photo and short biography to be used when presenting the awards.
- Recipients of Articles of the Year are invited to present a poster of their winning article at the annual *International Conference on Forensic Science and Practice* in the year in which their article has been selected for one of the winning Articles of the Year.

### **Award Criteria**

**Innovation.** Does the manuscript challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel?

**Significance.** Does the manuscript address an important problem or a critical barrier to progress in the field? Does it improve scientific knowledge, technical capability, and/or clinical practice?

**Approach.** Is the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Note, overall strategy is assessed for all manuscripts; methodology and analyses are only assessed for research manuscripts.

**Potential Impact.** Does it seem likely that this manuscript will exert a sustained, powerful influence on forensic nursing?

**Overall Writing.** Does the organization and writing style of the manuscript facilitate the readers understanding of the material and include all necessary information?

## ADVERTISING IN THE JOURNAL OF FORENSIC NURSING

### Overview

Our advertising policy in the *Journal of Forensic Nursing* is consistent with the recommendations of the World Association of Medical Editors, recommendations on publication ethics specific to advertising. Members of the Editorial Board will follow these recommendations regarding ethical advertising. See <https://wame.org/recommendations-on-publication-ethics-policies-for-medical-journals#Advertising>

### Procedure

- The Editor-in-Chief, in collaboration with the Chief Executive Officer of the International Association of Forensic Nurses (IAFN), is responsible for the final decision regarding any advertising allowed in the *Journal of Forensic Nursing*.
- Products being advertised should be germane to the practice of forensic nursing, forensic nursing education, research that supports forensic nursing, or forensic health care delivery.
- The *Journal of Forensic Nursing (JFN)* and IAFN reserves the right to refuse any advertisement for any reason.
- Editorial and advertising functions are independent of one another.
- Editorial decisions should not be influenced by advertising revenue or reprint potential.
- Commercial advertisements may not be placed adjacent to any article, nor may they refer to any article in the issue in which they appear.
- The distinction between the content of the *Journal* and the content of the advertisements will be clearly identifiable.
- Advertisers and donors shall have no control over editorial material.
- Reprinted articles will be published as they originally appeared in the *JFN*.
- Approval of combining reprints with advertisements or endorsements of a product will be made by the Editor-in-Chief, in consultation with the Associate Editors, the Editorial Board members, and the Chief Executive Officer, of the IAFN.
- Advertisements must clearly identify the advertiser and the product being offered. In the case of drug advertisements, the full generic name of each active ingredient must appear.
- The information provided in the advertisement must be accurate and clear. No deceptive, misleading, exaggerated or extravagantly worded copy will be allowed.
- Advertisements will not be accepted if they appear to be indecent or offensive in either text or artwork, or certain negative content of a personal, racial, ethnic, sexual orientation, or religious character.

## **EDITORIAL BOARD ROLE DESCRIPTION: CASE REPORT EDITOR**

### **Overview of the Position**

The Case Report Editor, as a volunteer member of the Editorial Board, is responsible for soliciting, and reviewing case reports submitted to the *Journal of Forensic Nursing*. Case Reports are embedded in clinical practice, present unique forensic situations, and are designed to educate and inform the readership (Refer further to the Editorial Board Role Description for Editorial Board Members).

### **Eligibility Requirements**

- Current member of the *Journal of Forensic Nursing* Editorial Board

### **Desirable Qualifications**

- Willingness to assume the role of the Case Report Editor
- Knowledge of, and expertise relevant to clinical practice across the diversity of forensic nursing subspecialties

### **Expectations**

- Actively solicits and secures case reports for review in the *Journal of Forensic Nursing*

### **Major Responsibilities/Job Duties**

- Works *with* and mentor novice authors
- Conducts peer reviews of case reports submitted for consideration for publication in the *Journal of Forensic Nursing*