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## Minutes from the Editorial Board Meeting

**25<sup>th</sup> April 2014 in Copenhagen**

**Present:** Guri Rørtveit (GR), Anja Maria Brænd (AB), Helena Liira (HL), Marku Timonen (MT), Hans Thulesius (HT), Emil L. Sigurdsson (ES), Jørgen Nexøe (JN), John Brodersen (JB), Peter Vedsted (PV), Dorthe Toftdahl Nielsen (DN)

**Apologies:** Cecilia Björkelund (CS), Kristjan Gudmundsson (KG)

**Venue:** DGI Byen, Copenhagen

<b>1. Appointment of minute keeper of the meeting</b> <ul style="list-style-type: none"><li>DN was appointed to take the minutes.</li></ul>	
<b>2. Approval of minutes from the Tampere meeting in August 2013</b> <ul style="list-style-type: none"><li>Minutes of the Tampere meeting were approved.</li></ul>	
<b>3. Approval of today's agenda</b> <ul style="list-style-type: none"><li>Agenda was approved.</li></ul>	
<b>4. Presentation of new members of the Editorial Board</b> <ul style="list-style-type: none"><li>Guri Rørtveit, new national editor and Anja Maria Brænd, new assistant editor were introduced. They replace Anders Bærheim and Morten Lindbæk, Norway.</li><li>All presented themselves and PV briefly introduced the editorial office tasks and manuscript handling, the SJPHC history, impact factor, online only journal etc.</li><li>It is the authors' responsibility to write English manuscripts at a high level and to make good quality tables and figures. SJPHC uses American English (AmE) spelling.</li></ul>	
<b>5. Status on number of manuscripts, countries, rejections, time etc.</b> <p>PV gave a status of the editorial work:</p> <ul style="list-style-type: none"><li>Roughly same number of submissions as we are used to.</li><li>Two countries are dominant: Sweden and the Netherlands.</li><li>Submissions from Denmark have dropped and number of accepted as well</li></ul>	

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<p>have dropped. No specific reason.</p> <ul style="list-style-type: none"> <li>For this report period (April 2013 - April 2014), we have received 205 manuscripts and have accepted 29 (14%). It could seem that we accept a less number of papers.</li> <li>The new contract with Informa allows SJP HC to publish 60 papers per year. There is no word limit from Informa's side and we can now publish longer papers (see item 7 on the agenda).</li> <li>Time from first submission to final decision is on average 7.5 weeks with a huge variation from manuscript to manuscript. We will strive to handle manuscripts in no longer than 3 months.</li> <li>Good reviewing advice from HT on how to recruit internationally relevant reviewers with impact: <ol style="list-style-type: none"> <li>Copy the title of the ms that you wish to be reviewed into Google Scholar.</li> <li>Select "Since 2010" or "Since 2013". This gives you a list of articles with similar content sorted by the most cited articles.</li> <li>Pick first or last authors of these articles. You will need email address and university and preferably title.</li> <li>Go to Manuscript Manager (MM) and click the button "Select more reviewers" and then "Add more reviewers to the list". Then paste the name of the author you want to ask to do the review into the "surname" box.</li> <li>If the reviewer appears in the MM database just add him/her to the list of reviewers.</li> <li>If the reviewer does not appear in the MM database then add the name by clicking "Add a new reviewer to the database" and paste the email address and university affiliation and preferably specific expertise.</li> <li>Click box "Send Request" and then click "Update email text" and then write something like "Since you have recently published relevant research in the field relevant for this manuscript, I would ask you to give valuable input to this submission". Then click "Send email" and within a few days you have a good percentage of "Agreed to review".</li> </ol> </li> <li>Do not accept sloppiness from reviewers.</li> <li>In order to have more manuscripts from more countries, we must deliver reasonable time intervals and avoid long reviewing times.</li> <li>PV handles the Non-Nordic papers.</li> </ul>	
<p><b>6. Writing to Nordic research groups about SJP HC – proposal for a strategy</b></p> <ul style="list-style-type: none"> <li>PV had decided to wait with this letter until after SJP HC is doing well as online only journal and the introduction of the new author fees. We now need a logistic strategy to approach the Nordic research groups.</li> <li>It was decided to communicate through the national and assistant editors in each Nordic country. All are responsible for informing own research environment.</li> <li>Suggestions to letter content: This is YOUR journal. Keep the ambitions up. This is a high level journal, let's make it to an even higher level. We publish primarily for PhD students but also for senior researchers. We seek to have a fast publication time PV and DN to write the letter in English, and then we need the letter in the</li> </ul>	PV, DN

<p>local language together with a powerpoint slide to use at meetings. We will also send the letter to international research environments. HL suggested that the letter could be ready by late May. Unfortunately, this was not possible. The letter will be sent to all editors by August. We would like the author guidelines to be fully approved and implemented.</p>	
<p><b>7. SJPHC online-only journal – status</b></p> <ul style="list-style-type: none"> <li>• <b>Layout</b> HT suggested some layout changes at the last meeting. PV and DN then sent layout changes to Informa. No response yet. PV suggested that we wait due to the fact that we have no official contract with Informa.</li> <li>• <b>Length (revised word limits)</b> It was decided to revise author guidelines and to recommend with the following example: <i>"The length of an original article is typically between 2-3000 words"</i> and so on. Original articles: 2-3000 words Qualitative papers: 3-5000 words Analysis papers: Not exceeding 2000 words Reviews: 3-4000 words Short papers: Not exceeding 800 words But we still encourage short and concise papers. Readability is very important when accepting longer manuscripts and editors' work will be increased. To be discussed in Bergen in fall 2014. We will also encourage for analysis papers and find inspiration in BMJ guidelines concerning this.</li> <li>• <b>Additional material</b> It was decided that reference lists for systematic reviews, which can be rather long, will be published as appendix. To be included in the author guidelines. JB: A check list is important to provide the authors with. We will incorporate use of PRISMA statement in the author guidelines. GR: Modern technology also makes it possible to publish podcasts, interviews, etc. as additional material.</li> </ul>	
<p><b>8. Preparing timeline for Paper of the Year 2013/14</b></p> <ul style="list-style-type: none"> <li>• PV informed the board that we have arranged with the organizing committee in Gothenburg that we may present the two winners at the opening ceremony.</li> <li>• At the Copenhagen meeting 24 April 2015 we will discuss and finally decide on the winning papers and use the same time plan as last time.</li> <li>• <b>Time schedule:</b> <ul style="list-style-type: none"> <li>- <b>July 14:</b> The Paper of the Year Award 2013 and 2014 to be announced in the September 2014 issue. <b>PV and DN to send short text to Informa.</b></li> <li>- <b>December 14:</b> The Paper of the Year Award will be announced further to the national colleges. <b>PV and DN to send email to all national colleges</b> together with a list of published articles in 2013 and 2014. To be sent when December 2014 issue is online. The list will include links to PDFs.</li> <li>- <b>1<sup>st</sup> February 2015:</b> <b>Members to send nominations to own national colleges.</b></li> <li>- <b>1<sup>st</sup> March 2015:</b> <b>National colleges to send their nominations to the Editorial Office.</b> The national colleges will, based on members' recommendations, nominate two authors for each year, and authors from other countries than the home country may of course also be suggested. Motivation for each</li> </ul> </li> </ul>	<p>PV, DN</p> <p>PV, DN</p> <p>Members National colleges</p>

<p>nomination should be no longer than 2-3 sentences.</p> <p>- <b>15 March 2015: DN to send a list of all nominations</b> to the national editors. All national editors must vote in order to narrow down the field to four articles.</p> <p>- <b>24 April 2015: Editorial Board must make a final decision on the two winners</b> at the Editorial Board meeting in Copenhagen. This will be done with a relatively short explanation together with a description of the selection method used.</p> <ul style="list-style-type: none"> <li>Editors cannot be first author of an award-winning article, but may be second author or further. In such case, the editor in question must leave the editorial meeting when the article is being evaluated.</li> </ul>	<p><b>DN</b> <b>Editorial Board</b></p>
<p><b>9. Feedback and suggestions from national editors on the editorial work</b></p> <ul style="list-style-type: none"> <li>This point was discussed throughout the meeting – see other agenda items.</li> </ul>	
<p><b>10. Editorials in 2014/2015/2016</b></p> <p><b>2014</b></p> <p>32/3 Guri Rørtveit, Norway. Deadline is 3 June 2014. 32/4 Jørgen Nexøe, Denmark. Deadline is 2 September 2014.</p> <p><b>2015</b></p> <p>33/1 Helena Liira, Finland. Deadline is 2 December 2014. 33/2 Hans Thulesius, Sweden. Deadline is 3 March 2015. 33/3 Emil Sigurdsson, Iceland. Deadline is 2 June 2015. 33/4 Guri Rørtveit, Norway. Deadline is 2 September 2015.</p> <p><b>2016</b></p> <p>34/1 Jørgen Nexøe, Denmark. Deadline is 2 December 2015. 34/2 Helena Liira, Finland. Deadline is 2 March 2016.</p>	
<p><b>11. News from the Nordic editors</b></p> <ul style="list-style-type: none"> <li>Nothing.</li> </ul>	
<p><b>12. Next editorial meeting in Bergen 10 October 2014</b></p> <ul style="list-style-type: none"> <li>GR to arrange the coming editorial meeting in Bergen for Friday 10 October 2014. We will fly in Thursday evening or Friday morning and leave Saturday morning. This meeting is only for national editors.</li> </ul>	
<p><b>13. AOB.</b></p> <ul style="list-style-type: none"> <li>Nothing.</li> </ul>	