



**Health Information Management
Association of Australia Pty Ltd**

**EDITORIAL BOARD OF THE HEALTH
INFORMATION MANAGEMENT JOURNAL
(HIMJ) AND HIM-INTERCHANGE (HIM-I)**

Terms of Reference

Document Information

0.1. Version history

- 0.1.1. The first version of these Terms of Reference available in an electronic document was generated on 30 October 2007
- 0.1.2. A revised version was generated on 22 March 2010
- 0.1.3. Version 2.2 was generated on 18 December 2012
- 0.1.4. A version was generated without version control on 23 March 2013.
- 0.1.5. A revised version was generated in October 2016.
- 0.1.6. A revised version was generated on 27 November 2017: the HIMAA Board revised this version and approved the revision as Version 3 on 28 February 2018.
- 0.1.7. The HIMAA Board approved a further revision of Version 3 on 15 March 2018.
- 0.1.8. Version 3.1 was created on 06 August 2018 and approved by the HIMAA Board 8 September 2018.
- 0.1.9. Version 4.0 was generated on 01 May 2020: the HIMAA Board requested reformatting into revised template
- 0.1.10. Version 5.0 was created on 3 June 2020 and approved by the HIMAA Board on 19 June 2020.

0.2 Sign Off *



Endorsed by: Sue Walker

Editor/ Chair

HIMAA Editorial Board

Date: 3/6/2020



Approved: Cheens Lee

President

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Date: 19/6/2020

REVIEW DATE

This document will be reviewed biennially from date of approval.

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1) Purpose

- 1.1 The purpose of the Editorial Board is to ensure the publication and dissemination of high-quality research, policy and practice in the area of health information management. It does this through its journals – HIMJ and HIM-I. The Editorial Board develops and implements editorial policies and strategies which include peer review and promotion of the image and profile of the journals. HIMJ and HIM-I disseminate knowledge and practice on the management of health information and serve as key communication tools amongst health information management professionals on a national and international level.
 - 1.1.1 HIMJ is published by SAGE Publications and is the refereed research journal of HIMAA. The purpose of HIMJ is to publish original investigations and reviews covering a broad range of topics related to the management and communication of health information. HIMJ provides a platform to advance the knowledgebase of the health information management profession.
 - 1.1.2 HIM-I is the professional practice journal of HIMAA and is published by HIMAA. The purpose of HIM-I is to publish articles that reflect innovative practice in health information management or commentaries and informed pieces on established practice.

2) Functions

- 2.1. Responsibilities and roles of the Editorial Board:
 - 2.1.1 The regular and timely production of HIMJ and HIM-I according to the editorial governance and practice of editorship.
 - 2.1.2 The *Editorial Review Panel (where active)*. This panel consists of a subset of members from the Editorial Board and provides expert advice relating to peer review of papers submitted to HIMJ.
 - 2.1.3 Ongoing communication with SAGE.
 - 2.1.4 The *International Advisory Board*. This Board provides international expertise and advice on matters related to submissions and reviewers. (See Term 5)
 - 2.1.5 The *Reviewer Database*, ensuring there are sufficient reviewers, appropriately qualified and experienced, to referee papers.

- 2.1.6 Ensuring that submissions to the journals are dealt with confidentially, fairly and objectively and that, in the case of HIMJ, the guidelines for blind peer review are followed.
- 2.1.7 Developing editorial policies to guide the content, scope, purpose and style of the journals.
- 2.1.8 Appointing an *HIM-I Sub-Committee* to manage the production of, and the sourcing of appropriate articles for HIM-I. This includes:
 - 2.1.8.1. Appointing an Editor of the HIM-I Sub-Committee from the membership of the Editorial Board or externally, as per terms 3 and 4.
 - 2.1.8.2. Ensuring that the Editor of the HIM-I Sub-Committee reports quarterly, through the Chair of the HIM-I Sub-Committee to the Editorial Board.
 - 2.1.8.3. Ensuring that the sub-committee has appropriate support as needed from HIMAA.
- 2.1.9 Ensuring that each issue of the HIMJ and HIM-I is reviewed to ensure adherence to Editorial Board policies.
- 2.1.10 Reviewing its membership at the annual face-to-face meeting.
- 2.1.11 Ensuring the periodic evaluation of the journals and Editorial Board practice, including context, inputs, impact, outputs and outcomes, for quality improvement purposes.
- 2.1.12 The nomination of a member of the Editor Board for membership of the HIMAA Research Advisory Committee.
- 2.1.13 The nomination of at least one member of the Editor Board for membership of the Scientific Panel of the HIMAA National Conference.
- 2.2. Scope / Key relationships
 - 2.2.1 The Editorial Board provides representation to the Research Advisory Board and Conference scientific panel.
 - 2.2.2 The Editorial Board is available for consultation with other Committees and Special Interest Groups on request.

3) Composition

- 3.1. The Editorial Board consists of a minimum of 15 members and a maximum of 25 decision making members. At least or 60% of Editorial Board members must be eligible for full membership of HIMAA and their membership must remain current during their term.

All Editorial Board members work actively to:

- 3.1.1 Provide input on the scope and direction of HIMJ with particular attention to its quality, international standing and impact as a research journal.
 - 3.1.2 Provide input on the scope and direction of HIM-I with particular attention to its role as a professional practice journal for Australian health information management professionals.
 - 3.1.3 Provide expertise on research and practice related to the management of health information.
 - 3.1.4 Identify suitable reviewers for articles submitted to HIMJ.
 - 3.1.5 Participate as reviewers for articles submitted to HIMJ.
 - 3.1.6 Solicit contributions for HIMJ and HIM-I.
 - 3.1.7 Promote the journals.
 - 3.1.8 Regularly review arrangements for publication of the journals.
- 3.2 Positions representing specific roles, and their respective responsibilities, on the Editorial Board are listed below. Positions 3.2.1 – 3.2.5 are appointed from among those on the Editorial board who are full members of HIMAA.

3.2.1 Editor-in-Chief

A health information management professional who has a recognised education and/or, research and publication profile.

Responsibilities:

- Taking final responsibility for the editorship of the journals, including editorial policy and practice.
- Providing leadership on the future direction of the journals.

3.2.2 Editor - HIMJ

A health information management professional who has expertise and a commitment to research in health information management.

Responsibilities:

- Making final decisions regarding the publication of articles in HIMJ
- Providing leadership on the current and future scope and direction of HIMJ
- Communication with SAGE (in consultation with the Managing Editor) in relation to HIMJ editorial matters

3.2.3 Editor - HIM-I

A health information management professional who has exposure to the practical application of health information management and an interest in current initiatives and trends in the management of health information.

Responsibilities:

- Taking editorial responsibility for the content of HIM-I including its appearance, formatting and layout
- Providing leadership on the current and future scope and direction of HIM-I

3.2.4 Chair – Editorial Board

A health information management professional who can provide leadership and play a key role in communications between the Editorial Board and the Board of HIMAA.

Responsibilities:

- Providing leadership in the direction and facilitation of Editorial Board processes, including outcomes of and actions arising from Editorial Board meetings
- Taking a lead role in communication between the Editorial Board and the Board of HIMAA
- Consultation with the HIMAA CEO or delegate for matters which have contractual or financial implications
- Chairing Editorial Board meetings

3.2.5 Associate Editors

Four or more Associate Editors are appointed to assist the editors as required.

Responsibilities:

- Providing expertise in the peer review process for submissions
- Providing expertise on current initiatives and knowledge related to research and practice in the management of health information

3.3 Ex-officio members (non-voting):

3.3.1 Managing Editor

Responsibilities:

The Managing Editor has expertise in and is responsible for timely production of HIMJ to a production schedule agreed to by the Editorial Board, who need not be a health information management professional, and is responsible for communication with SAGE (in consultation with the Editor - HIMJ) in relation to HIMJ editorial matters.

3.3.2 A nominee of the Board of Directors of the Health Information Management Association of Australia Limited (HIMAA).

Responsibilities:

The HIMAA Board representative is responsible for communicating on behalf of the HIMAA Board and HIMAA membership matters relating to the publication of the journals, including relevant HIMAA Board governance activity such as strategic planning and national strategic policy. They can provide the Editorial Board with the broader organisational and strategic context for which the HIMAA Board is responsible, including the activity of other HIMAA governance functionaries such as committees and working groups, such as these may be helpful to the Editorial Board. Along with the CEO or delegate, they can also inform the Editorial Board of global HIMAA budgetary issues of relevance to the Editorial Board planning. The role of the HIMAA Board representative is ex officio and liaison in nature only. This role is not a decision-making role for editorial purposes and the incumbent will abide by the Editorial Independence Policy, they will recognise and accept the journal's scientific integrity and objectivity and the editorial independence of the Editor, and will not interfere in the assessment, selection, or editing of journal articles.

3.3.3 Secretary to the Editorial Board

This position may be appointed from membership of the Editorial Board or may be co-opted externally. In the case of an external appointment, the Secretary is ex-officio.

3.3.4 Editorial Advisers

May be appointed to the Board by the Chair in consultation with the Editor in Chief and Editor of HIMJ. They provide specific advice based on their academic and/or editorial seniority in the health information management community. Like other ex-officio positions, these are non-voting appointments and are not required to attend meetings unless specifically requested to do so.

3.4 Meeting attendance

3.4.1 The Editors, Editor-in-Chief, and Associate Editors, should be prepared to attend all scheduled teleconferences or web conferences for the Editorial Board, with a minimum of 50% attendance per year to maintain Editorial membership. Further, these Editorial Board members are expected to actively participate in all dialogue that occurs “out of session” pertaining to Editorial Board business, which may on occasion require a quick response. Participation information will inform decisions related to continued membership of the Editorial Board.

3.5 Appointment of members to the Editorial Board

3.5.1 Appointment of members to the Editorial Board is at the discretion of the incumbent Editor at the time such new appointments are deemed necessary. The Editor may choose to appoint appropriately skilled and qualified persons by invitation or opt to call for Expressions of Interest from HIMAA membership and other appropriately qualified professionals working in the area of health information management or a health-related field.

3.5.2 Where new members are to be sought through the Expression of Interest process. This will be a transparent, best practice recruitment process. This will enable equality of opportunity for all, and appointment based on merit and the needs of the journals. Applications are open to candidates from HIMAA or from other suitably qualified health professionals. Editorial Board members may actively recruit for these expressions of interest where a suitable candidate may otherwise not consider nominating.

3.5.2.1 All nominations are considered and voted on by the Editorial Board

3.5.2.2 Based on the majority of votes, with the Editor having the casting vote, new members are recommended for Editorial Board appointment.

3.5.2.3 Such recommendations are referred to the HIMAA Board for formal ratification.

3.5.2.4 Appointments cannot be made until HIMAA Board ratification has been confirmed to the Editorial Board Chair.

- 3.5.2.5 Non-members of HIMAA appointed in accordance with this term will be actively encouraged by the Editor to become HIMAA members, where applicable.
- 3.5.3 The Chair of the Editorial Board is elected by the Editorial Board from amongst its members. Nominations for Chair are received and voted upon by the Editorial Board with the Editor, HIMJ, having the casting vote.
- 3.5.4 From the membership of the Editorial Board, the Editorial Board appoints positions as outlined in point 3.2.1 - 3.2.5 and in accordance with the responsibilities outlined in item 6 below - Functions and Responsibilities of Editorial Board members. The following positions are subject to ratification by the HIMAA Board:
 - 3.5.4.1 Editor-in-Chief,
 - 3.5.4.2 Editor(s) (HIMJ and HIM-I)
 - 3.5.4.3 New members of the Editorial Board
- 3.5.5 The Editor (HIMJ), in consultation with other members of the Editorial Board, appoints four or more Associate Editors for HIMJ from among the existing members of the Editorial Board.
- 3.5.6 The Editor (HIMJ), in consultation with other members of the Editorial Board, appoints members to an Editorial Review Panel (where the Editor chooses to utilise this process), from among the members of the Editorial Board.
- 3.5.7 The Editor (HIM-I), in consultation with members of the Editorial Board, appoints the Chairperson of the HIM-I Sub-Committee.
- 3.5.8 The Managing Editor (ex officio member) is appointed by HIMAA in consultation with and on recommendation(s) from the Editorial Board, in the event that no recommendation is forthcoming from the Editorial Board, the HIMAA Board will recruit and appoint a Managing Editor at its discretion.
- 3.5.9 The Editorial Board may appoint persons, as required, to assist with the journals and the Editorial Board in an honorary capacity, including editorial advisors, who may be appointed at the Editor's discretion without need for HIMAA Board ratification. Such appointments have

neither voting nor decision-making rights on behalf of or with the Editorial Board.

3.6 Appointment – International Advisory Board

3.6.1 The Editorial Board is responsible for appointing individuals to the International Advisory Board, ensuring there are sufficient participants, appropriately qualified and experienced, to serve the functions established for this Board.

3.6.2 To be eligible for appointment to the International Advisory Board, an individual must be eminent in the health information field (although not necessarily a professional of that field) and be willing to undertake the responsibilities established from time to time for this Board. Each Board member is initially asked to serve a three-year term, which may be extended for additional terms.

3.7 Terms of office

3.7.1 All appointed members of the Editorial Board are appointed for a minimum of three years at the discretion of the Editorial Board.

3.7.2 The office of Chair is held for a three-year term which may be extended for one additional term and further terms at the discretion of the Editorial Board.

3.7.3 Ex-officio members are appointed for a period of time determined by their governing body.

3.7.4 Where the terms of two or more long serving (at least one full term) Editorial Board members expire simultaneously, the Chair of the Editorial Board may invite members to participate, *ex officio*, for a period of hand-over. The duration of that hand-over is at the discretion of the Chair but must be reviewed at the annual face-to-face meeting.

4) Meetings

4.1. A quorum shall be at least 50% + 1 of the decision-making Editorial Board members at the date and time of the meeting being held.

4.2. The Editorial Board, the Editorial Review Panel and the HIM-I Sub-Committee meet as frequently as required to fulfil the terms of reference, but no less than three times per annum.

- 4.3. The Minutes shall be distributed no later than two weeks following the meeting.
- 4.4. The Minutes must record the following:
 - 4.4.1 Date of meeting;
 - 4.4.2 Attendees, apologies and absentees;
 - 4.4.3 Amendments as described;
 - 4.4.4 Agenda items discussed;
 - 4.4.5 Action items (including responsibility and timeframe);
 - 4.4.6 Decisions taken (including rationale for decisions).
- 4.5. Minutes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of the action items outstanding.
- 4.6. The Minutes must be signed by the Chair. An electronic signature in such circumstances is acceptable.
- 4.7. Once approved, the Minutes of the meeting will be available to all Editorial Board members through the HIMAA Board closed access document management system as the master document of business transacted in meetings (for information purposes).
- 4.8. Where the Chair is unavailable for any meetings, they must appoint a deputy chair or, if unable to do so, by default delegates the chair to the Editor-in-Chief. If both the Chair, the proposed deputy chair or the Editor-in-Chief are not available at the proposed meeting time, the meeting will be re-scheduled.

5) Accountability

5.1. Reports

5.1.1 The Editorial Board reports to the HIMAA Board quarterly and annually.

5.1.2 The Chair of the Editorial Board is to provide an annual report to the HIMAA Board's Annual General Meeting per the Annual Report template provided, and annual evaluation by the Editorial Board of its performance, and as otherwise directed by the HIMAA Board.

5.2. Review of performance [includes Wind Up]

As per rule 71.2 of the HIMAA Constitution (2013 rev.2016), the HIMAA Board may revoke its delegation to the Editorial Board at any time. Should the Editorial Board at any time advise the HIMAA Board of a decision to wind up its activities, under rule 71 the HIMAA Board can establish a replacement governance function.

5.3. Annual Review of Terms of Reference

The Terms of Reference of the Editorial Board must be reviewed and ratified at the annual face-to-face meeting of the Editorial Board.

6) Independence of the Editorial Board

6.1. The Editorial Board is subject to the governance of the HIMAA Board. The HIMAA Board delegates to the Editorial Board governance authority over the editorship of HIMAA's two journals, HIMJ and HIM-I.

6.2. In order to maintain Editorial Independence, the following principles, based on the codes of practice and guidelines of key international organisations for journal editors, apply¹:

6.2.1 In the relationship between HIMAA and the editor(s), the editor has 'full authority over ... the entire editorial content ...' (ICMJE 2016: 6) and its preparation for publication.

6.2.2 Pursuant to item 6.2.1 and as indicated in the HIMAA Editorial Independence Policy document (see also Appendix A), one person cannot be concurrently a member of the Editorial Board and a member of the HIMAA Board of Directors, other than in an ex officio capacity on the Editorial Board (See also 3.3.2).

6.2.3 The editor has authority to seek input from a wide range of advisors. This extends to the editor's appointment of members of an independent editorial (or advisory) board to help him or her 'to establish and maintain editorial policy' (ICMJE 2016: 6).

6.2.4 All editorial board and editorial positions report to the editor (CSE 2012: s.2.1.1, s.2.1.6).

6.2.5 Editors will establish and maintain a Conflict of Interest Register and acquire a signed Declaration Form from Committee members upon joining and 'monitor a conflict of interest policy for editors, reviewers, editorial board members, editorial staff, and authors' (CSE 2012: s.2.1.2).

6.2.6 Copyright in the journals is held by HIMAA and is thus the jurisdiction of the HIMAA Board. The HIMAA Board is the publisher of the journals, including the subcontracting of publication and dissemination to third parties such as SAGE.

¹ See Attachment A on page 14 for further information

- 6.2.7 As publisher, HIMAA maintains finances for the journals, and their publication and distribution. It is also responsible for staffing the human resourcing required to manage the journals and their publication and distribution.

Attachment A Editorial Independence Policy

Health Information Management Journal and HIM-Interchange

The purpose of this document

This document outlines the concept of and policy on editorial independence and how this impacts on the Health Information Management Association of Australia (HIMAA), SAGE Publications Ltd, and *Health Information Management Journal (HIMJ)* and *HIM-Interchange (HIM-I)*.

Background

The codes of practice and guidelines of key international organisations for journal editors recognise the shared purpose of journal owners and editors (e.g. Committee on Publication Ethics [COPE], 2011; Council of Science Editors [CSE], 2012; International Committee of Medical Journal Editors [ICMJE], 2016; World Association of Medical Editors [WAME], 2009). Authoritative, comprehensive, and significantly overlapping, the guidelines consistently assert a clear differentiation between a journal's editorial responsibilities, and the responsibilities of its owners and publishers. They also acknowledge the need for editors to be alert to, and to protect against, potential associated conflict.

The owner-editor relationship is uniformly described as being founded on trust and respect (e.g. CSE, 2012: s.2.5; Michael, 2015; WAME, 2009: Preamble). This includes the 'recognition of each other's authority and responsibilities' (WAME, 2009: Preamble). Several editor organisations have adopted the WAME's (2009: s.2) recommendations, including its warning that the owner 'should not interfere in the evaluation, selection, scheduling, or editing of individual articles either directly or by creating an environment that strongly influences decisions' (e.g. CSE, 2012: s.2.; ICMJE, 2016: 6). It is important to note that in the relationship between owner and editor, the editor has 'full authority over...the entire editorial content...and the timing of publication of that content' (ICMJE, 2016: 6).

The concept of editorial independence

A journal's editorial responsibilities incorporate the roles of the editor-in-chief (EIC) and editor^{2,3} and, very specifically, the independence of these positions from any influence of, or interference from, the journal's owner and publisher (COPE, 2011: s.6; CSE, 2012: ss.2.1, 2.5;

² Used interchangeably in various guidelines as editor-in-chief, principal editor, or editor.

³Henceforth, referred to collectively in this document as 'the editor'.

ICMJE, 2016: 6; WAME, 2009: s.2). These collectively reflect the concept of editorial independence, also called editorial freedom. In interpreting and adopting the WAME's (2009) interpretation of editorial independence, the ICMJE determines that the editor must have 'direct access to the highest level of ownership, not to a delegated manager or administrative officer' (ICMJE, 2016: 6); the CSE (2012) similarly specifies the editor's 'direct lines of communication' (s.2.1.1) with owner and publisher. As one experienced international editor explains in the Society for Scholarly Publishing's blog, when 'editorial independence is at play' (Michael, 2015), the EiC (and/or editor) may need to escalate issues of editorial independence to the Board of Directors. Indeed, there is evidence in the international medical journal arena of the tensions that can arise between journal owners and editors, and the need to avoid these (Hoey, 2006; Smith, 1999a, 1999b; Van der Weyden, 2012).

The Editorial Board

Inherent in editorial freedom is the editor's authority to seek input from a wide range of advisors. This extends to the editor's appointment of members of an independent editorial (or advisory) board to help him or her 'to establish and maintain editorial policy' (ICMJE, 2016: 6). In constituting the editorial board, the editor also appoints associate or assistant editors. We reiterate here that the guidelines are consistent in stating that all editorial board and editorial positions report to the editor (CSE, 2012: s.2.1.1, s.2.1.6).

Dealing with potential and actual conflicts of interest

As indicated above, the international guidelines acknowledge the potential for conflicts of interest. They state that it is incumbent upon the editor, in all contexts of the journal's activities, to prioritise avoidance of 'even the perception' (CSE, 2012: s.2.1.3) of a conflict of interest. In this context, the various guidelines specify that editors should establish and 'monitor a conflict of interest policy for editors, reviewers, editorial board members, editorial staff, and authors' (CSE, 2012: s.2.1.2).

Application of the international guidelines to HIMAA as owner and publisher of HIMJ and HIM-Interchange

The evidence of the contemporary international guidelines clearly indicates the need for a clear and transparent separation of the owners and the editorial board of the journals. In the cases of *Health Information Management Journal* and *HIM-Interchange*, the 'owner' constitutes the legally appointed representatives of the Health Information Management Association of Australia (HIMAA). The members of HIMAA's Board of Directors legally and practically represent and act for the official interests of the Association and its members.

To ensure compliance with the international guidelines for journal editors and editorial boards in relation to editorial independence, both real and perceived (as outlined above), one person cannot be at once both a voting/ decision making member of the Editorial Board of HIMJ/HIM-I and a member of the HIMAA Board of Directors. This may present a conflict of

interest for the HIMAA Director concerned and may also present a perceived threat to editorial independence.

Conclusion

Editorial independence is essential for journals to maintain their credibility and standing amongst other research and professional practice journals. It is important that members of HIMAA and the broader national and international health information management research and practitioner community are assured of the editorial independence of *HIMJ* and *HIM-I*. This concept of editorial independence is enshrined in the Terms of Reference of the Editorial Board.

The journal has a disclaimer indicating that material published in the journal does not represent the opinion of the publisher, sponsoring society, or journal owner.

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