

Focus on the ACPWH committees: the Journal Subcommittee

Introduction

The majority of our members feel that the *Journal of the Association of Chartered Physiotherapists in Women's Health* is one of the most important benefits of being affiliated with ACPWH. Naturally, the Journal Subcommittee has a constitution that keeps us on track, and our first objective is always to ensure the production and distribution of two editions per year that meet the established standard.

We are fortunate to have an enthusiastic committee who embrace the development of both the printed edition and website-only content. The jury is still out as to whether we will eventually switch to delivering the *Journal* solely via the Internet.

Please read on to find out from the members of the committee what their jobs entail and how they help to keep *JACPWH* afloat.

Linda Boston

whether they have not agreed to publish, do not want to publish, or have agreed to publish but have not sent in copy. The capacity to read and critically evaluate potential papers is essential, as is tact if you have to turn potential contributors down. All these skills can be learnt.

Linda Boston, Journal Co-editor



My role

As editors, we work strictly to deadlines laid down by our Production Editor, Andrew J. Wilson (see below), which means that there are flurries of activity, especially in April and May, and again in October and November.

Kathleen Vits, Journal Co-editor



My role

One of my main functions is to encourage people and identify work that may be suitable for publication in our *Journal*, which is not as easy as I would have imagined prior to taking up the post.

What I enjoy about the post

Looking for and reading new articles for publication keeps me stimulated. I have always enjoyed *JACPWH* and being involved in its publication makes me feel special.

How much time is involved?

This is very variable depending on how near a deadline we are, but it is not too onerous.

What skills do you need?

You need to have the ability to charm, beg and/or harass potential authors depending on

What I enjoy about the post

It is so different to anything I have been involved in before, and it gives me great satisfaction when the final, printed copy drops through the letter-box.

How much time is involved?

Including attending ACPWH Executive Committees meetings and teleconferences, I estimate that working on the *Journal* occupies 5 h per week.

What skills do you need?

You need to be reasonably good at using a computer, willing to learn new skills and have a good command of English.

Andrea Yeboah, Web Journal Editor

My role

As one of the website editors, I am responsible for ensuring that submissions are received on time and editing contributions before these are uploaded to the site.

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What I enjoy about the post

I like the chance to read all the interesting input before it is made available online!

How much time is involved?

This is hard to say. The editing in February and July takes up

the most time, so together with a few extra tasks and two teleconferences a year, I estimate approximately 1–2 h a month.

What skills do you need?

A good command of English is all that is needed.

Helen Cooper, Web Journal Administrator



My role

I update the *Journal* pages on the website and liaise with the technical support at the Chartered Society of Physiotherapy to resolve any problems.

What I enjoy about the post

Having always been a little afraid of computers, it has been a revelation to me that I have been able to learn the skills involved. I have always enjoyed *JACPWH*, so I take real pleasure in feeling that I am making a positive contribution to it and to the Association.

How much time is involved?

This varies depending on whether the process runs smoothly or not! It takes a couple of hours to upload each issue and alter the viewing status of a previous edition of the *Journal*.

What skills do you need?

You need patience, a willingness to learn new skills and access to a computer.

Liz Moon, Reviews Editor



My role

I watch out for books or products to review that will be of interest to our readers.

What I enjoy about the post

I like interacting with a different group of people from those with whom I normally work.

How much time is involved?

I dedicate 1–2 h per month either checking the progress of a review, or in e-mail contact with the committee, reviewers and publishers. There are also two teleconferences per year that each take up a similar amount of time.

What skills do you need?

Coercion of potential reviewers, organizational skills and attention to detail are all essential, but you don't have to be working in a high-profile professional role.

Karen Radford, Journal Websites Editor



My role

The key to this post is keeping a look-out all year round for links to new online information and resources provided by websites that have not been previously reviewed in "Website watch".

What I enjoy about the post

I enjoy writing, so I am always relieved to start the actual composition after combing my search results for relevant and noteworthy websites.

How much time is involved?

Once the websites for review have been selected, putting the article together takes about 4 h per website. You need to make sure that the details of how each site operates are correct, and that the content of the article is interesting and helpful.

What skills do you need?

You need curiosity about a wide range of issues in women's health and related fields. Critical thinking is essential, as are the ability to see things from different standpoints and the capacity to do some lateral thinking!

Shirley Bustard, News Editor



My role

My main role is to gather reports from all the ACPWH area representatives on what is happening in their parts of the UK.

What I enjoy about the post

I like being the link between the regions and the *Journal*. I also enjoy being in touch with the area representatives and finding out what activities their groups are doing. As an area representative myself, I am always looking out for new ideas.

How much time is involved?

Very little time is involved really. I contact the area representatives by e-mail twice a year, and encourage them to provide reports and news. There are two teleconferences during the year, but these are scheduled to suit everyone and take up to about 2 h at a time.

What skills do you need?

The ability to use a computer and a willingness to be involved are all that are needed.

Samantha Gillard, Papers in Other Journals Coordinator



My role

There are 15 different journals that we aim to review to see if these have published articles that are of interest to the members of the Association. My role is to coordinate the collation of the references for these

articles, which are provided by the volunteers who review the journals twice a year for us. This list then gets posted on the website. We aim to have six scouts to share the load, although we only have three volunteers at the moment (see p. 45).

What I enjoy about the post

My role as a coordinator and reviewer of the journals provides me with an excellent opportunity to keep up-to-date with evidence-based practice, which can then be incorporated into my clinical practice, of course.

How much time is involved?

As coordinator, I contact each person responsible for reviewing a journal and collate the reference lists twice a year. Organizing and collating the list can take up to 3 h.

What skills do you need?

The skills you need for this role are computer literacy, an understanding of Harvard referencing and a willingness to chase reviewers for their references.

Andrew J. Wilson, Production Editor



My role

I am responsible for providing the editors with the support and expertise they need to see that the *Journal* is produced on time and to the required standard. I generate and oversee the production schedule, and function as the primary contact with Henry Ling, the typesetter, printer and distributor. After formatting the electronic files, I copy-edit the material we print in *JACPWH*, checking it for consistency and accuracy, and forward the final versions of the articles for setting. Once the proofs are ready, I mark up and distribute copies to the authors and editors before reading these myself, and then collating all amendments and corrections. During the production cycle, I also often source additional photographs and illustrations, get approval from copyright holders, liaise with Fitwise Management, and source or write items for "Notes and news". I was also responsible for

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the modernization of the design of the *Journal* and have recently been researching its public Web presence.

What I enjoy about the post

Every edition is a fascinating challenge, and I have been privileged to provide continuity between editors as *JACPWH* has evolved over the past decade.

How much time is involved?

This depends on the size of the edition and how much work needs to be done to the

material accepted for publication. The last two issues, Autumn 2011 (No. 109) and Spring 2012 (No. 110), took approximately 55 and 85 h, respectively.

What skills do you need?

Apart from a Master's degree focusing on English and Philosophy, and over 25 years experience in publishing, both academic and otherwise, I need tact, diplomacy and the ability to think laterally. More gory details of my work can be found at my website (www.andrewjwilsonpublishingservices.co.uk).