

Role of editorial board members

i. Editor in chief

The Editor-in-Chief plays a crucial role in maintaining the journal's scientific quality, relevance, and reputation. Here are some key responsibilities for this role:

1. Setting the Journal's Vision and Scope

- Establish and define the journal's scope, focus areas, and scientific standards.
- Set the editorial goals, ensuring alignment with the latest developments and research trends in oral and biomedical sciences.

2. Managing Manuscript Submissions

- Oversee the submission process, including initial review to ensure submissions meet basic criteria.
- Assign manuscripts to associate editors or reviewers based on their expertise, ensuring an unbiased and high-quality peer-review process.

3. Peer Review Process Oversight

- Ensure that each manuscript undergoes a fair and rigorous peer-review process.
- Resolve conflicts that arise during the review process, such as disagreements between reviewers or between reviewers and authors.

4. Decision Making on Manuscripts

- Make final decisions on manuscripts, including acceptance, revision, or rejection, based on reviewers' feedback and editorial judgment.
- Communicate decisions to authors with constructive feedback.

5. Quality Assurance and Ethical Standards

- Uphold high standards of scientific integrity, ensuring that the journal adheres to ethical guidelines.
- Identify and address issues such as plagiarism, data manipulation, or conflicts of interest.

6. Content Curation and Issue Planning

- Select high-impact studies and ensure a balanced representation of topics within oral and biomedical sciences.
- Plan the content for each journal issue, often including special issues or themed sections.

7. Guiding Editorial Board Members

- Lead and collaborate with the editorial board to set strategic priorities and address journal policies.
- Recruit qualified board members and reviewers to maintain a strong editorial team.

8. Enhancing Journal Visibility and Impact

- Promote the journal's impact factor and reputation within the scientific community.
- Engage in outreach activities, such as collaborations, conference presentations, and partnerships, to attract high-quality submissions and readers.

9. Handling Appeals and Complaints

- Address any appeals or complaints from authors regarding editorial decisions or reviewer comments.
- Mediate concerns professionally to maintain the journal's credibility.

10. Strategic Development and Innovation

- Innovate to improve journal operations, such as streamlining submission processes, integrating digital tools, or developing new content types.
- Adapt the journal to evolving scientific publishing practices, such as open access or data-sharing policies.

The Editor-in-Chief role demands a balanced approach, requiring both scientific expertise and managerial skills to keep the journal at the forefront of oral and biomedical sciences research.

ii. Executive editor

The role of an **Executive Editor** involves overseeing the entire editorial process, from manuscript submission to publication. Here's a breakdown of typical responsibilities:

1. Editorial Oversight and Strategy

- Sets and maintains the editorial vision and policies of the journal.
- Develops strategic goals to ensure the journal's growth, relevance, and scientific quality.
- Monitors trends in oral and biomedical sciences to identify emerging research areas for the journal.

2. Manuscript Management

- Oversees the submission, review, and selection of manuscripts for publication.

- Assigns manuscripts to associate editors or reviewers based on expertise.
- Ensures that each manuscript undergoes a fair, timely, and rigorous peer-review process.

3. Quality Control

- Ensures that published articles meet the journal's scientific and ethical standards.
- Works with authors to improve manuscript quality, focusing on clarity, scientific rigor, and relevance.
- Ensures compliance with ethical guidelines, including conflict-of-interest policies and plagiarism checks.

4. Team Leadership

- Leads and coordinates with a team of editors, reviewers, and editorial board members.
- Provides guidance and support to associate editors, ensuring consistent editorial practices.
- Trains and advises new editors and reviewers, helping them understand journal standards.

5. Community and Outreach

- Represents the journal in the scientific community, promoting its research and reputation.
- Engages with potential contributors, readers, and researchers to encourage submissions.
- Collaborates with scientific societies, institutions, and conferences to promote the journal.

6. Decision Making and Conflict Resolution

- Makes the final decision on manuscript acceptance or rejection, often in complex or controversial cases.
- Resolves disputes that arise during the review process, including those between authors and reviewers.
- Upholds editorial independence, making unbiased decisions that align with the journal's mission.

7. Innovation and Development

- Explores ways to improve the journal's reach, impact, and discoverability (e.g., through special issues, open-access options, etc.).
- Implements technological or operational improvements to streamline the editorial process.

- Monitors journal metrics, such as impact factor, and makes adjustments to improve its ranking and influence.

The Executive Editor ultimately upholds the journal's mission, guiding its academic contributions to oral and biomedical sciences while ensuring rigorous standards and a commitment to scientific integrity.

iii. Editorial board

The editorial board plays a critical role in upholding its quality, relevance, and academic rigor. Here's an overview of their key responsibilities:

1. **Manuscript Review and Selection:** The editorial board assesses submitted manuscripts for scientific merit, relevance, and originality. Members typically oversee the peer review process, selecting and assigning qualified reviewers who specialize in the subject matter to evaluate the paper.
2. **Maintaining Quality Standards:** Board members ensure that manuscripts meet the journal's standards for scientific rigor and ethical compliance. They often set the standards for content quality, including data accuracy, methodology, and integrity in reporting results.
3. **Shaping Journal Scope and Policy:** Editorial boards help define the journal's focus areas and ensure it stays relevant to the latest advancements in oral and biomedical sciences. They also provide input on policies such as conflict of interest, peer-review ethics, and guidelines for publishing.
4. **Guiding Special Issues and Topics:** The editorial board may propose special issues on emerging topics, trends, or important advancements in the field. They oversee the curation and editing of these issues to ensure the journal remains at the forefront of scientific research.
5. **Enhancing the Journal's Reputation and Impact:** Members often serve as ambassadors, promoting the journal within their professional networks. They help attract high-quality submissions and collaborations, enhancing the journal's reputation and impact factor.
6. **Decision-Making on Complex Cases:** In cases of ethical issues (e.g., potential plagiarism or research misconduct), the board reviews and makes final decisions based on journal policy and scientific standards.
7. **Supporting Author Guidance and Feedback:** Editorial boards sometimes provide feedback to authors, helping them improve their manuscripts to meet publication standards. They play a role in supporting early-career researchers and improving the overall quality of submissions.

An effective editorial board is essential for maintaining a journal's prestige, ensuring academic integrity, and fostering scientific progress in the field.

Please note that the journal is free online, therefore, your contribution would be of no charge. However, we do genuinely intend to have a committed EBM with a vision to expand the journal and build upon its success. Moreover, you may provide advice on how best to develop the journal and invite new editorial board members for the journal who wish to play an active editorial role. We do hope that your association will be conducive to further success of the journal.