

E³ – Extreme Education for Editors
An intense workshop for editors, old and new!



Date: Friday, Sept 17 and Saturday, Sept 18; 9:30 am – 2 pm (EDT) each day with an optional discussion hour from 2 pm to 3 pm on Friday for those who want to attend.

Format: Zoom meeting or webinar, depending on number of registrants

Overview: This workshop is designed to help new editors become familiar with essential content for their role; more seasoned editors can also attend and brush up on their skills and knowledge. Organized by two experienced editors who are leaders in INANE (the International Academy of Nursing Editors), the workshop will also feature a host of well-experienced and highly qualified speakers who are eager to share their experience and knowledge with participants. Ample time for networking, questions, and discussion will be included in the schedule.

Each participant will receive a copy of the third edition *The Editor's Handbook*, by Leslie Nicoll and Peggy Chinn, published by Lippincott. In addition, all participants will have access to the Guidebook for the workshop which will include 1) complete schedule including Powerpoints and handouts for all sessions; 2) biographies and contact information for all presenters; 3) attendee roster with contact info (for future networking); and 4) access to evaluation forms.

Registration Fee: \$250

Registration Link: <https://inane2014.wufoo.com/forms/e3-extreme-education-for-editors-2021/>

Lead Faculty: Leslie H. Nicoll, PhD, MBA, RN, FAAN, Editor-in-Chief of *CIN: Computers, Informatics, Nursing and Nurse Author & Editor*
Peggy Chinn, PhD, RN, FAAN, Editor-in-Chief, *Advances in Nursing Science*

Session Faculty:

Beth Guthy, Director, NHW Specialty Journals Publishing, Lippincott

Charon Pierson, PhD, GNP, FAAN, FAANP, Editor Emeritus, *Journal of the American Association of Nurse Practitioners* and Past COPE Council member

Francie Likis, DrPH, NP, CNM, FACNM, FAAN, Editor-in-Chief, *Journal of Midwifery and Women's Health*

Geraldine Pearson, PhD, RN, APRN, FAAN, Editor-in-Chief, *Journal of the American Psychiatric Nurses Association* and Past COPE Council member

Kristen Overstreet, Managing Editor, *Journal of the Association of Nurses in AIDS Care (JANAC)*

Marilyn Oermann, PhD, RN, ANEF, FAAN, Editor-in-Chief, *Nurse Educator* and *Journal of Nursing Care Quality*

Maureen “Shawn” Kennedy, MA, RN, FAAN, Editor-in-Chief, *American Journal of Nursing*
 Mercedes Simoncelli, Senior Publisher, Health Learning, Research & Practice, Lippincott
 Michael Relf PhD, RN, AACRN, ACNS-BC, CNE, FAAN, Editor-in-Chief, *Journal of the Association of Nurses in AIDS Care (JANAC)*

Day 1: Friday, Sept 17, 2021; 9:30 am – 2 pm; Zoom room opens at 9 am; all times EDT		
Time	Agenda	Speakers
9:00 am	Zoom room opens all for attendees; join at your leisure. Session starts promptly at 9:30 am	
9:30-9:55 am	Welcome, Introductions from the whole group, plan for the workshop	Leslie Nicoll Peggy Chinn
9:55 – 10:25 am	You are an editor. What does that mean, exactly? <ul style="list-style-type: none"> ● Your role as a gateway/disseminator to nursing knowledge. ● Models for editorial work: <ul style="list-style-type: none"> ○ Full-time, part-time ○ Employee, contract ○ Incorporating into your “other” job vs. totally freelance ○ Compensation ● Models of publishing: <ul style="list-style-type: none"> ○ Open access, hybrid, and predatory journals ○ Preprints 	Leslie Nicoll Peggy Chinn
10:25 – 10:30 am	Quick stretch break	
10:30 – 11:30 am	Getting and staying organized: the editorial office and manuscript management <ul style="list-style-type: none"> ● Electronic manuscript submission/management systems ● Manuscript flow: dealing with too many, or too few; pages per issue and your responsibilities ● Accuracy of content: fact checking, references ● Editorial decisions ● Preparing issues and getting manuscripts into production ● Copy editing and queries: your role 	Marilyn Oermann

11:30 – 12:30 pm	Essential helpers: editorial board and peer reviewers <ul style="list-style-type: none"> ● Editorial board <ul style="list-style-type: none"> ○ Roles and responsibilities ○ Size and member selection ○ Recruitment, appointments, and transitions ○ Engagement and recognition ● Peer reviewers <ul style="list-style-type: none"> ○ Responsibilities and expectations ○ Recruitment ○ Engagement and recognition ● Qualifications for these roles 	Francie Likis
12:30 – 1 pm	Lunch Break (note that during lunch the Zoom room will be open for informal conversation and discussion)	
1:00 – 2:00 pm	Ethical issues: Skimming the surface <ul style="list-style-type: none"> ● Most common ethical issues that editors face <ul style="list-style-type: none"> ○ Authorship disputes ○ Plagiarism ● When confronted with an issue, best way to proceed ● Transparent guidelines ● Resolution and communication ● COPE as a resource 	Charon Pierson Geri Pearson
2:00 – 3:00 pm (optional)	End of sessions for the day. However, the Zoom room will remain open until 3 pm for those who want to stay and chat. This is completely optional!	
Day 2: September 18, 2021 (9:30 am – 2 pm; Zoom opens at 9 am; all times EDT)		
Time	Agenda	Speakers
9 am	Zoom room opens for all attendees—join at your leisure	
9:30 – 10 am	Welcome back, Reconvene, Questions from Day One	All Faculty
10:00 – 11 am	For Editors of Society Journals <ul style="list-style-type: none"> ● Relationship between the editor and the society ● Relationship between the publisher and the society ● Journal ownership—what does that mean for an editor? Journal as a member benefit vs. subscription: implications for the editor	Michael Relf Kristen Overstreet
11:00-11:05 am	Quick stretch break	

11:05 – 12 noon	<p>Editorial communications</p> <ul style="list-style-type: none"> ● Communicating with potential authors, authors, reviewers, readers, and everyone else ● Group communication (email, letters, phone calls) ● A different kind of communication: writing editorials, social media, blogs ● Reasonable expectations of an editor (when to engage, when to end the conversation) 	Shawn Kennedy
12:00 – 12:30 pm	Lunch Break (note that during lunch the Zoom room will be open for informal conversation and discussion)	
12:30 – 1:30 pm	<p>The publisher's side of your work</p> <ul style="list-style-type: none"> ● What the publisher expects of you ● What you can expect from your publisher ● Copyright and permissions ● Ethical issues: publisher role ● Advertising in your journal ● CE <ul style="list-style-type: none"> ○ In your journal (articles) ○ For peer reviewers 	Mercedes Simoncelli, Beth Guthy
1:30 – 2:00 pm	<p>Wrap Up and Discussion</p> <ul style="list-style-type: none"> ● INANE as a Resource: What we do and how we do it: annual conference, webinars, mailing list, journals directory, other resources. ● Next steps for you as an editor ● Questions and discussion 	Facilitated by Leslie Nicoll and Peggy Chinn
2 pm	Adjourn	