

# eGEMs Governance Policy

As approved by the Editorial Board on August 1, 2017.

## Article I - Name and Offices

- 1) **Name:** The official name of the journal is *eGEMs (Generating Evidence & Methods to improve patient outcomes)* -- hereafter, "the Journal" or "eGEMs."
- 2) **Office:** eGEMs operates as a business unit within AcademyHealth, a 501c3 nonprofit organization located at 1666 K Street NW, Suite 110, Washington, D.C. 20006.

## Article II - Purpose and Principles

- 1) **Purpose:** eGEMs is AcademyHealth's peer-reviewed, open access journal created to accelerate research and quality improvement using electronic health data. Launched in 2013, eGEMs papers highlight cutting-edge work from leaders in health services research and share emerging approaches to redesigning the health system. Our readers include researchers, care providers, policymakers, patient advocates, and other health system stakeholders.
- 2) **Principles:**
  - a) The Journal operates with complete editorial independence from its parent organization, AcademyHealth.
  - b) The Journal will always be open-access for readers and will look for new ways to support open science and collaboration.
  - c) The Journal is committed to rigorous peer review.

## Article III - Governance Structure

At the highest level, eGEMs' governance structure has five primary components:

- 1) Executive Editor
- 2) Executive Committee
- 3) Editorial Board
  - a) Regular Members
  - b) Section Editors
- 4) Editorial Staff
- 5) Business Operations

## **Article IV - Executive Editor**

- 1) Appointed by AcademyHealth leadership and confirmed by the Editorial Board.
- 2) AcademyHealth membership required.
- 3) 3-year term; renewable upon approval of AcademyHealth leadership and the Editorial Board.
- 4) The responsibilities, obligations, and characteristics of the Executive Editor are as follows:
  - a) Lead the editorial strategy for the Journal including scope, editorial review, and Journal policies.
  - b) Nominate, appoint members to (including section editors), and chair the Journal's Editorial Board.
  - c) Ensure that the Journal maintains high standards for the refereeing and acceptance of articles.
  - d) Work to attract appropriate submissions for the Journal.
  - e) Serve as a key representative of the Journal to outside organizations and stakeholders.
  - f) Negotiate relationships and agreements with funders including but not limited to product development, editorial review and troubleshooting as necessary
  - g) Assist with business development activities to secure ongoing funding and special issues for the Journal.

## **Article V – Executive Committee**

- 1) An Executive Committee (EC) will guide the Journal in matters of strategy, policy, and scope, serving as sounding board and advisory group for the Journal.
- 2) The EC will be chaired by the Executive Editor and will include Section Editors, Editorial Staff, and other Regular Board Members as nominated by the Executive Editor. The EC will meet on an as-needed basis or at least once per year.
- 3) The EC will have the capacity to empanel subcommittees of the Editorial Board as needed to address emerging issues or questions and make recommendations to the full Board.
- 4) The responsibilities, obligations, and characteristics of EC members are as follows
  - a) Advise on Journal policy, scope, and emerging issues or topics that could affect the Journal.
  - b) Provide informed recommendations to the Editorial Board and/or the AcademyHealth Board on given issues and decision points.

## **Article V - Editorial Board**

- 1) eGEMs' Editorial Board ("the Board") will guide the process of producing Journal content.
- 2) The Board will be chaired by the Executive Editor and will consist of Regular Members and Section Editors, which are both described in more detail below.

- 3) All Board members may serve up to two 3-year terms (calendar years), with terms staggered in such a way that no more than half the Board may change in any calendar year.
- 4) All Board members must be nominated by the Executive Editor and/or other Board members and be confirmed by vote of the full Board.
- 5) The Board will hold regular quarterly meetings, coordinated by Editorial Staff.
- 6) Regular Board Members**
  - a) The Board shall contain a minimum of 8 and a maximum of 30 regular members.
  - b) The Board shall include at all times not less than three members who are in receipt of funding from internationally recognized major funding bodies or research organizations.
  - c) The responsibilities, obligations, and characteristics of Board members are as follows:
    - i) Provide expert advice on content including sponsored content
    - ii) Conduct initial editorial reviews and peer reviews for manuscripts on request from Editorial Staff or assignment from Section Editors.
    - iii) Identify topics for special issues or sections
    - iv) Help attract new authors and encourage submissions
    - v) Participate in quarterly Board meetings

#### **7) Section Editors**

- a) Section Editors will be selected by the Executive Editor from volunteers among the Regular Members of the Editorial Board and will have additional responsibilities related to one of the Journal's thematic domains
- b) The number of Section Editors and their respective assignments will be determined by the Executive Editor in consultation with the Editorial Staff. Numbers and assignments may shift depending on submission volume and changing focus areas.
- c) The responsibilities, obligations, and characteristics of Section Editors are as follows:
  - i) Conduct initial triage of manuscripts, including first editorial reviews and final reviews of manuscripts within 5 business days of accepting a request to review.
  - ii) Provide guidance to Editorial Staff regarding appropriate reviewers for manuscripts within their respective sections.
  - iii) Where and when appropriate, solicit new submissions for their respective sections.

## **Article VII - Editorial Staff**

### **1) Editorial Director**

- a) Oversee and manage the Editorial Staff and operating budget.
- b) Coordinate and lead quarterly Editorial Board meetings.
- c) Manage the overall promotion strategy for the Journal.

## **2) Managing Editor**

- a) Manage daily operations of the Journal, including manuscript pipeline, publication schedules, and assignments.
- b) Manage all aspects of the peer-review process for all manuscripts.
- c) Ensure that the Journal adheres to standards of editorial good practice, as defined in the COPE Guidelines for Journal Editors, available here: [http://www.publicationethics.org/files/Code\\_of\\_conduct\\_for\\_journal\\_editors\\_Mar11.pdf](http://www.publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf)

## **3) Editorial Assistant**

- a) Serve as primary point of contact for all authors and reviewers.
- b) Assist in day-to-day management of Journal operations.

# **Article VIII - Business Operations**

- 1) The Journal operates as a business unit within the Communications division of AcademyHealth, a 501c3 nonprofit organization and the professional home for health services and policy research and the professionals who produce and use this evidence to improve health and the performance of the health system.
- 2) AcademyHealth's CEO has ultimate accountability for the Journal's publication strategy.
- 3) AcademyHealth's Vice President of Strategic Communications has ultimate oversight and accountability for the Journal's operating budget and marketing plan.
- 4) Journal funders must align with AcademyHealth's Sponsorship Policy.
- 5) The Executive Editor, with assistance from Editorial Staff, will develop and implement sponsorship agreements in consultation with the Board.