

## Editorial Processes for Journal Editors Online Course

Dear Editor

INASP is pleased to announce that Part 1 of the **Editorial Processes for Journal Editors** online course will begin on 5<sup>th</sup> October 2021 and enrolment is open now. This is the same course that was offered in August 2020, so if you have already done the course, you do not need to do it again (unless you want to!). Part 2 will be offered early in 2022.

### Who is this course for?

The course is available to the editors and editorial board members of journals on the Journals Online platforms. It is aimed principally at the editor of a journal, but all members of the editorial board can benefit by working together on the course to improve the quality of their journal and editorial processes. This will also assist in improving the sustainability of a journal. We therefore recommend that members of the editorial board also register to do the course. **Enrolment instructions are at the end of this email.**

Participants should expect to spend 4 to 5 hours per week on the modules and they will learn by going through the course content and taking part in the activities. They are encouraged to post comments and questions to the discussion forum and to interact with their course colleagues there.

A course moderator will be available.

**Course duration:** 5 weeks for Part 1 which consists of 4 modules.

Certificates will be awarded for each completed module and a **certificate** will be awarded to those who complete the whole course.

### Main topics covered in Part 1 of the course:

- Design elements for journals
- Roles and responsibilities of editorial board members
- Working with authors
- The peer-review process

**Course dates:** 5<sup>th</sup> October to 8<sup>th</sup> November 2021

**Course leader:** Sioux Cumming of INASP, [scumming@inasp.info](mailto:scumming@inasp.info)

### Enrolment Instructions:

**Step 1:** Create a new account for yourself on INASP Moodle or sign into your existing account from here: <https://moodle.inasp.info/login/index.php> (if you already have an account please go to step 2). When creating a new account you'll be asked to fill out a short form and provide your email address. You'll then get a confirmation email at your registered email address, and you have to click a link in that email to confirm your account and start using INASP Moodle. If you do not receive the confirmation email after trying to create an account, please check your junk or spam email folder.

**Step 2:** Once you've signed into your account on INASP Moodle, please visit the course information page here: <https://moodle.inasp.info/course/view.php?id=263>

**Step 3:** Enter the following string in the field next to "Enrolment key": **ep-part1-2021**

INASP designs and runs capacity development activities that cater for both women and men's interests and needs. We use methods that increase active participation and an inclusive learning

research and knowledge at the heart of development



environment, adopting attitudes and behaviours that value differential experiences and perspectives and ensuring listening and respect for each other's experiences and views.

If you have any queries, please contact: Sioux Cumming, Programme Specialist, INASP  
[scumming@inasp.info](mailto:scumming@inasp.info)