

## Gatekeeper Project Data Collection Protocols

Updated: 10 October 2016

**Data Collection:** For each journal select the 1<sup>st</sup> issue published each year and:

(a) download the page listing the Editorial Board from online databases (e.g., *JStor*) or the journal's website,

**or**

(b) take a photograph of the page listing the members of the Editorial board. If possible save these photos as pdf files.

**Record Data:** Once you have each year's Volume 1, record the following data on the Gatekeeper Datasheet:

**1. Journal Name, Year, Volume, and Issue**

2. **Editor last name, middle name, first name.** Some journals only provide first and middle initials; please record exactly what is provided.

3. **Editor's home institution, if given.** If more than one institution is provided, record the first (primary) institution here and any additional institutions in the "Notes" column

4. **Country** in which that institution is located, if given.

5. **Each editor's gender.** Use internet searches, personal knowledge, and interviews of colleagues to determine the gender of each editorial board member. If you can't confirm the gender leave it blank (we will subsequently use international databases of names to assign putative gender identities to all such missing names).

6. **Each editor's position:** Journals often have different names for positions with similar editorial responsibilities, these names frequently change over time, and editorial positions are frequently created or eliminated. With this in mind, **assign each editorial board member to the following categories based on their responsibilities:**

**(A) Editor-in-Chief (EIC).** The EIC oversees the journal and is ultimately responsible for editorial policy, standards, and practice, including appointing members of the Editorial Board. Some journals (e.g., North American Journal of Fisheries Management) have co-Editors-in-Chief; if so label all as EICs.

**(B) Associate Editors (AE).** The AE assists the EIC with their responsibilities and may take the lead on some aspects of journal administration; in some cases they might oversee all submissions in a particular subject area or from a geographic region. Not all journals have AEs, while those that do may vary in the length of time they have had them.

**(C) Subject Editors (SE).** The SEs, also commonly referred to as Handling Editors, oversee the process of manuscript review. For some journals they make final decisions on manuscripts after considering reviewer feedback (e.g., *Ecology*) while for others they provide recommendations based on which EICs or AEs make final decisions (e.g., *Biotropica*). They also provide formal or informal feedback to the EICs/AEs on journal policy and administration. Note that SE's are referred to collectively by a variety of titles, including "Board of Editors" (*Ecology*, *Biological Conservation*), "Editorial Committee" (*Annual Review of Ecology, Evolution, and Systematic*, *American Journal of Botany*). Note that some journals, e.g., the *American Journal of Botany*, *North American Journal of Fisheries Management*, use the title of "Associate Editor" for members of their Editorial Board with the responsibilities of Subject Editor's.

**(D) Special Editors.** Many journals have someone tasked with organizing special sections, reviewing data archives, soliciting reviews of recently published books of interest to the journal's readers, etc. (e.g., *Biological Florida Editors for the Journal of Ecology*; *Concept Section, Data Archive, Special Features, and Invited Papers Editors for Ecology*).

**(E) Production staff.** Production Editors, Managing Editors, Editorial Assistants are recorded but not included from our analyses as they typically do not have input over the scientific direction of the journal or make decisions on manuscripts. We also record but exclude from analyses the *American Journal of Botany*'s "Section Representatives", which were only present in 1985 and whose primary function was to help identify journal priorities and suggest reviewers if asked—they did not make editorial decisions on individual manuscripts (JE Skog, pers. comm., 2014).

7. **Additional Information.** Record any questions or additional information about an entry in the "Notes" column.

**If you have any questions, please contact the Project Coordinators**  
[\[http://brunalab.org/gatekeepers/contact-us/\]](http://brunalab.org/gatekeepers/contact-us/)