## SL RwB update- Week 1(February 13-17):

**February 13-14, 2017 (2 days workshop in Freetown – for authors and reviewers.** The detailed program attached – It was updated and adjusted a little bit onsite: Aiah introduced about the journal – including guide for authors. Rashid introduced how to submit the journal online)



The attendees are relatively senior (Lectures, professors and Drs.) The content were well-delivered, there were nice engagement with the attendees. Some questions are relatively basic, and they were not quite involved in review process so far(only very limited people reviewed one or two papers for journals).

Get to know the journal more about the journal through Aiah and Rashid’s presentations. The journal is already using Scholar one.

**February 15: Drive from Freetown to Bo.** We stopped at Osman Mallam’s village and visited the public library he funded.

Justine and I had a long discussion about how to develop the journal(SLJBR), as we feel we had to make Aiah and Rashid feel and take the ownership, and have the passion for doing and changing stuff. We believe we all have to work hard to build the community for the journal. And we also believe it is important to learn the feedback from the (potential) authors and reviewers(i.e. how they feel about the journal, what do they really expect to read and to publish with the journal etc.), so we decided to have an extra session at Bo’s workshop to get the feedback from all attendees.

**February 16-17, 2017 (2 days workshop in Freetown – for authors and reviewers.** Refer to above info. And based on the feedback from the workshop in Freetown, Justine added another talk about *the basic principles of writing your manuscripts*. And we organized the feedback session as we discussed at February 15. We asked everyone to give ideas and answers about 3 questions: what do they want to read at the journal? What would they like to publish in the journal, and do they want to be approached by the editor of the journal etc. Justine made the notes onsite, and it is very good resource to revisit how we want to develop the journal. The attendees are relatively junior. Not many of them know the journal, but it seems they all willing to contribute as an author, engaged with the journal as a reviewer or editor etc. I was surprised and sad that we have to pay the attendees to come to the workshops.

After the workshop, Justine, Rashid, Aiah and I had a meeting together to brainstorm how to develop the journal in different perspectives and ways, for example: build the community, ways to attract authors etc.

## SL RwB update- Week 2(February 20-24):

* Summarized the Discussions among Rashid, Aiah, Justine and Young on the priorities of SLJBR, and Made action points of importance which can be executed in the coming months. Details please refer to:



* Summarized the discussions of potential contributors at Bo workshop, which can be used as future development direction of the journal. Details refer to



*(Justine and I feel, the editors are not motived to take the ownership of the journal, and they are not quite interested to engage with the community as well. Except getting more ideas about how local researcher want to develop and engage with the journal, we think this open discussion could make the editors feel the responsibility and importance to engage with the community. )*

* Got to know the journal a lot more (Editor Office arrangement, submissions, author Geographic breakdown etc.) with checking content, talking to Rashid, reading hard copy of the journal in Rashid’s office etc.
* Cleared the responsibility of Editors, and editorial advisory board. Editorial staff (Assistant, intern)
* Made a plan to redesign (/adjust) the journal website, which will be more attractive, straight-forward, and informative to the audiences. Justine and I went through the journal webpage for a whole morning, Details plan please refer to:



* Reviewed the 5 year plan of the journal, Brainstormed the developments of the journal together, and drafted the Action Plan for the journal for the coming few years.
* Drafted potential contributors list (Editorial staff, editorial advisory board) from the attendees of the workshops in Bo and Freetown.



* Potential contributors list: Authors from SL(made an analysis about SL scholarly outputs, and the names for the contributors) Details refer to:



* Confirmed 3 most important and urgent changes need to be made by the journal website.

## SL RwB update- Week 3(February 27- March 3):

* Updated the journal website with 3 most important and urgent changes: Put the content of the latest issue to the landing page; added 10 editorial advisory boards information; added the link to the new submission system (Scholar one). Details refer to <http://www.sljbr.org/>

*The updates are not that satisfactory, but that is what we can do with the current resources. It is agreed to use it for now, but Rashid is considering recruiting an IT to create a brand new journal webpage.*

* Drafted the responsibilities of editorial advisory board and invitation letter.
* Prepared the lists of potential editorial advisory board to be invited with Rashid, details refer to



* Went through the submission system of the journal(Scholar one)with Rashid, and requested to activate the reference locator for the journal.
* Discussed the responsibilities of the Vacancies with Rashid, and drafted the document which can be used to recruit interns and general assistant of Rashid. Details refer to:



* Update the Action plan which we drafted last week
* Prepared the document to invite editorial advisory board, shared the skills to use Mail Merge(in word) to send message to multiple recipients.
* Asked the secretary (Joseph Lamin) to send out the invitation to 13 scientists to ask them to join editorial advisory board by end of this week.
* Talked with the secretary (Joseph Lamin) to understand his role in the journal, and offered suggestions about production and typesetting.

## SL RwB update- Week 4(March 6-10):

* Followed up with progress of inviting the editorial advisory board(13 EAB)-(all responded positively )



* Organized all the documents we worked together during the stay(shared with Rashid)
* Highlighted the top 3 items need to be completed by March,2017

Monitor the progress of inviting the EAB, and expand the list to invite 10-20 extra(Aiah).

Update the Webpage with ethic information as soon as possible to meet the minimum criteria of applying Scopus index.

Start to recruit two interns with the discussed responsivities.

* Discuss and finalize the action plan of the journal with Rashid and Aiah, details refer to:



This should be the priorities in 2017 to refresh the journal

* Interviewed Rashid and Aiah

The questions I prepared, please refer to:



*I did this for two reasons*

*– The most important one is to stimulate the editors’ passion to run the journal, to take the ownership.*

*– to promote the journal, and introduce the AJPP program at Elsevier WeChat account.*