



INANE

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**The Devil is in the Details! Dos and Don'ts for Making a Successful Editor Transition –Lessons Learned
in Passing the Baton (A Few Times!)**

"A transition is a noun and a verb"

1. **Transitions should be a planned process.**
2. **Every Journal should have a succession/emergency management plan.**
3. **The past editor and the new editor are the keys to success.**
4. **Communicate, communicate, communicate!**
5. **Your editorial board and reviewers play important roles in transitions –don't forget them and keep them in the loop –**
6. **Remember that production and deadlines do not stop/change because of this transition.**
7. **Identify contacts and colleagues who might wish to submit a manuscript and/or be(come!) authors –**
8. **There are great books, web sites and other resources out there for editors and editorial staff, so use them-**
9. **Realistically, the new editor will have questions for months to come—make this okay—as this is a good thing -**
10. **The new editor should see the past editor as a mentor—when this happens and there are effective communications and other metrics (deadlines, great content, etc.) are met—a successful transition has occurred.**