CEEDER Editorial Team Member

The CEEDER editorial team is responsible for conducting and recording the searching, screening of candidate articles and initial CEESAT assessment of eligible evidence reviews and evidence overviews. Additionally, they also organise and oversee the allocation of articles to the CEEDER Review College and the finalisation of assessments to be uploaded into the CEEDER database.

Some stages of the process may be conducted by one or more members of the team whilst other stages are shared by all.

A detailed description of the CEEDER editorial process is provided below.

The main tasks associated with this post are:

- Using the CEEDER process to provide timely contributions to the CEEDER project
- Working within the team to effectively share tasks and meet deadlines
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes
- Contributing to the delivery of adequate inventory of articles to the CEEDER database agreed with the CEE Board
- Liaising with other CEE teams to make changes and improvements to the CEEDER website.

Additional Duties

To take part in an annual CEEDER and Editorial Board Meeting.

Provide feedback to the EiC and CEE Board regarding the performance of the service of CEEDER.

Qualifications and Required Skills

The CEE seeks a creative, dynamic group of Editorial Team Members to contribute to the development of CEEDER as a service to the evidence user community globally.

Editorial Team Members should be team players with energy and vision to contribute to promotion and further development of the service.

Editorial Team Members will:

- Be active in the field of environmental evidence synthesis or closely allied field from a research or management perspective.
- Be fair and trustworthy, while possessing the ability to make difficult decisions
- Have a willingness to explore the use of social media and technology tools as a means of enhancing service usage and author interest
- Demonstrate organizational and communication skills, with a focus on service and positive user experiences.
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.

The CEE expects that Editorial Team Members will perform their editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and not engage in any conduct that may bring harm or disrepute upon CEEDER or CEE.

Terms of appointment and renumeration

Editorial Team Members will serve an initial 1-year term and would normally serve a period of at least 3 years. At the discretion of the CEE Board, this term may be renewed/extended. Remuneration is the form of an annual honorarium.

How to Apply

The CEE encourages individuals with diverse and global backgrounds to apply for this position.

Interested parties should submit the following materials to the CEE's Search Committee:

- A short current curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant experience; specific knowledge of evidence synthesis, their connectivity to the evidence synthesis community and their available time commitment

Application materials should be sent to admin@environmentalevidence.org.

All application materials will be kept confidential. The CEE will acknowledge receipt of applications.

Informal enquiries about the position may be sent in confidence to the CEE Chief Executive via admin@environmentalevidence.org

Collaboration for Environmental Evidence Database of Evidence Reviews (CEEDER)

Methods for Editorial Team

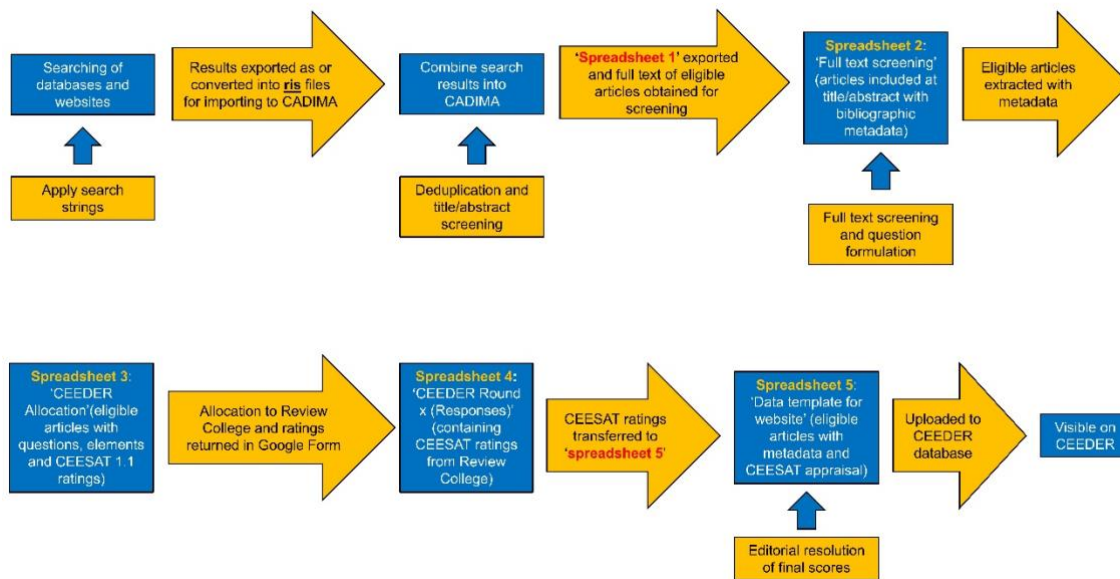Figure 1 provides an overview of Editorial Team's work. Please also read a paper describing background of CEEDER (https://doi.org/10.1016/j.envsci.2020.08.021).

Figure 1. Overview of editorial team's work.

Searches

Main searches

Initial main searches are conducted in March of each year in Web of Science Core Collection (http://apps.webofknowledge.com/), Scopus (https://www.scopus.com/) and CAB Direct (https://www.cabdirect.org/)

Supplementary searches

Initial supplementary searches are conducted in March of each year in BASE (https://www.base-search.net/) and Google Scholar via Publish or Perish (https://harzing.com/resources/publish-or-perish)

All records are imported to CADIMA (https://www.cadima.info/) for deduplication (see below) and screening at title and abstract (see below). New records are added each week or month as we receive update alerts (see below).

Updating the searches

Alert services provided by Web of Science and Scopus are used to update the searches at weekly or monthly intervals. In CAB Direct, BASE, Google Scholar we manually update the searches.

Using CADIMA

See webinar for how to use CADIMA (general instruction and how to upload records and deduplicate): https://www.youtube.com/watch?v=LsjPpEXox8E

Article Screening

Deduplication

Duplicate removal is conducted in CADIMA (a project called "CEEDER deduplication") using the automatic duplicate removal function (based on title). We run duplicate script each week as new records are added to CADIMA.

Eligibility criteria for Evidence Reviews

Records retrieved by the searches are evaluated at two stages: title and abstract; and full text.

Subject Scope

The specific question or topic of the review should be relevant to environmental management and have recommendations for policy or practice.

Title & abstract screening

Title & abstract screening are conducted throughout the year in CADIMA. Consistency check is conducted in April using 100 random records, and any disagreements are resolved by discussion.

Full text screening

Full text screening is conducted on a continuous basis but with the objective of providing articles for four Review College assessment rounds per year. The list of eligible articles at title and abstract is exported as Microsoft Excel file. PDFs of eligible records at title & abstract are manually collected via Bangor University, Cardiff University or Carleton University access. Full texts are then allocated to designated screeners within the Editorial Team. At this point, a **"Full text screening YYYYMMDD"** sheet is manually created. Consistency checks are conducted periodically using 10 random records, and any disagreements resolved by discussion. Screeners code extra meta-data (e.g., question elements) as they include evidence reviews/overviews using this sheet. They also assess each article using CEESAT (article rated red for criterion 1.1 are excluded at this point). Supplementary materials of eligible articles are manually collected and uploaded to Google Drive by the assessor.

Process for Full Text Screening, Question Formulation and CEESAT Assessments

The following stages apply:

1. From the title/abstract screening stage, a spreadsheet of full texts for screening is compiled covering the current year.

2. Members of the Editorial Team screen a subset of full texts. A pdf of each article (plus additional files) is made available on Google Docs.

3. The editor screens each article using the CEEDER Eligibility Criteria.

4. Each ineligible article is marked in the appropriate column of the spreadsheet with a reason for exclusion. Eligible articles are marked either as 'Evidence Review' or 'Evidence Overview'.

5. Each eligible article is further assessed to determine and record the following;

   5.1 How many specific questions does it address?

   5.2 What is the question(s) that should be the focus of the CEESAT assessment?

   5.3 Is the type(s) of question in PICO/PECO or another format?

   5.4 How are the question components described?

6. Each eligible article is then assessed using CEESAT. The assessment ratings are recorded on the spreadsheet.

Allocation to the Review College

For each year, eligible articles (including supplementary materials) are allocated to Review College members according to subject interest for CEESAT rating (see separate instructions for review appraisal using CEESAT) four times a year.