



Role of ESMO Educational Publications Working Group (EPWG) Members

General:

- To contribute to book publications related to the member's areas of interest and to act as an EPWG book editor during each term of office (project planning permitting)
- To declare any potential conflicts of interest to the ESMO Head Office on an annual basis via the ESMO online Declaration of Interests (DOI) platform
- To maintain an 'active' membership status
- To attend EPWG meetings (1 or 2 per year; failure to attend consecutive meetings may result in termination of EPWG membership)

Book projects (general):

To ensure the production of high-quality books which meet the educational needs of ESMO members

- To contribute to the prioritisation of EPWG projects (updates of existing titles versus new titles)
- To contribute the annual review of core Essentials and Handbooks titles (as identified by the EPWG)
- To assist the EPWG with identifying non-core book titles requiring either an update or removal from the ESMO Library

Book projects (when acting as co-Editor):

- To propose expert editors when needed and agree final editor selection with the EPWG chair
- To work closely with the Publishing Department staff to ensure the commitment of invited editors
- To actively participate in the project kick-off meeting with all editors: promoting the importance of editor and author compliance with the SOPs and timelines
- To define the Table of Contents with other editors, including allocation of page/word count limits for each chapter (in line with the SOPs)
- To propose and agree the chapter authors with other editors; preparing author instructions on chapter content when required; agreeing additional author suggestions when needed
- To review assigned chapters at first draft and subsequently all chapters at typeset review stage before approval for publication; focusing on chapter compliance with requirements provided to the author (i.e. word count, format, references, page extent, etc.)
- To closely follow the timelines and support the Publishing Department staff in ensuring adherence to agreed timeline by authors and editors
- To escalate serious or persistent compliance breaches to the EPWG chair when appropriate (potentially requiring replacement of authors or editors)
- To participate in promotion of the book once published; sharing official ESMO communications via social media, participating in promotional events (live or virtual), and being interviewed for promotional videos when needed

As a member of the EPWG, to act as an editor on assigned book publications; these assignments are directly linked to the term of office of EPWG membership and it is understood that when the term of office is complete, the EPWG member will not continue as editor on subsequent editions of books to which they were assigned

Promotional activities

- To contribute to the identification of opportunities to promote EPWG products during ESMO events and to make proposals to the EPWG chair
- To participate in promotional activities related to books within the member's area of interest (particularly if acting as EPWG editor)

*Terms of Office for ESMO Committees and Working Groups are: Chair: 2 years, renewable once (maximum of two terms); Deputy Chair: 2 years, renewable once (maximum of two terms); Members: 2 years, renewable twice (maximum of three terms).