

Topic guide for semi-structured interviews

Key area of investigation	Topics	Questions and prompts
Background information	<ul style="list-style-type: none"> - Explore personal background - Level of experience - Roles and tasks as an editor 	<ul style="list-style-type: none"> • Tell me about your journal and the job you have. • How long have you been in this position? • Did you hold any other editorial position before your current position? If yes, what were your responsibilities then? <p>Prompt: percentage of time devoted to editorial duties (e.g., part time, full time)</p> <ul style="list-style-type: none"> • What are your current responsibilities (roles and tasks)?
Journal set-up	<ul style="list-style-type: none"> - Explore journal set-up 	<ul style="list-style-type: none"> • Tell me about your journal - how does it work? <p>Prompt: availability of resources (e.g. human and financial resources), relationship with publisher</p> <ul style="list-style-type: none"> • How does the peer review process work in your journal? <p>Prompt: submission system, peer review model (e.g., single blind etc)</p> <ul style="list-style-type: none"> • What do you do within the process? <p>Prompt: Interaction with peer reviewers</p>
Opinion on peer reviewers roles and tasks	<ul style="list-style-type: none"> - Roles and tasks of peer reviewers - Expectations 	<ul style="list-style-type: none"> • What do you expect from peer reviewers in terms of their roles and tasks? • What about training for peer reviewers? <p>Prompt: use items from scoping review (roles and task related), attitudes and beliefs (e.g. on training, how they peer review themselves) , organisational expectations</p> <ul style="list-style-type: none"> • How do you let your reviewers know what you expect from them? <p>Prompt: journal guidelines</p> <ul style="list-style-type: none"> • Can you tell me about a specific situation when you were not satisfied with a review report or with a peer reviewer? • What did you do in that a situation? <p>Prompt: probe for factors other than being late with a review, or not doing a review once you they have accepted it</p> <ul style="list-style-type: none"> • Can you tell me about a situation when you were exceptionally satisfied with a review or with a peer reviewer? • Were there situations (in regards to the roles and task of reviewers) when you disagreed with the other editors you work with? What about? What happened? • What about other journals, do roles and tasks differ among journals in your field? <p>Prompt: if yes (i.e. differences exist), then:</p> <ul style="list-style-type: none"> • How does this affect the process? • How does it affect your communication? • How do you negotiate those differences? Does it matter?

Communication between editors, peer reviewers and authors	<ul style="list-style-type: none"> - Communication between the three parties - Potential conflicts - Power 	<ul style="list-style-type: none"> • Can you describe your experience of the communication process between editors, authors and peer reviews? • How do you communicate with authors and peer reviewers? • Can you give me some specific examples of situations where this communication is challenging? <p>Prompt: What are potential conflicts? When do disagreements arise? What happens if there is disagreement between peer reviewers?</p>
Conclusion	<ul style="list-style-type: none"> - Snowballing - Documents - Final comments 	<ul style="list-style-type: none"> • Is there anybody else whom you think I should speak to? • Any articles/documents I can access/should look at? • Any final comments? Is there anything else that you think is important to mention?