



MARRELLI and ASSOCIATES, INC.
Health Care Consultants and Publishers

*Handbook of Home Health Standards
Quality, Documentation and Reimbursement*

*Home Health Aide: Guidelines for Care
A Handbook for Care Giving at Home*

*Home Health Aide:
Guidelines for Care Instructor Manual*

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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.**

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