



EDI Checklist for Journal Editors

This checklist summarizes all recommendations in the [APA Equity, Diversity, and Inclusion Toolkit for Journal Editors](#). Journal Editors are invited to use this checklist to initiate their journal's EDI action plans.

- ☐ Adopt a journal diversity statement and outline concrete action items to be shared on the journal website, in an editorial, or both.
- ☐ Create a more inclusive list of classification terms for authors' and reviewers' use in your journal's peer review system (e.g., Editorial Manager).
- ☐ Encourage submissions using collaborative methodologies through an open or invited call for papers.
- ☐ Encourage submissions with diverse samples by prioritizing the diversity of a sample over the size or generalizability. Add calls for diverse samples in the instructions for authors or in an outreach campaign.
- ☐ Adopt the [Contributor Roles Taxonomy](#) (CRediT) and require author contribution statements for all published articles.
- ☐ Require that authors provide detailed participant demographic descriptions in their Methods sections and in the manuscript abstract.
- ☐ Set clear expectations for reviewers to check for appropriate reporting of participant characteristics during peer review.
- ☐ Require that authors justify their samples and provide a description of their sample inclusion efforts in the method section of the manuscript.
- ☐ Require authors to report the year(s) of data collection in both the abstract and in the Methods section.
- ☐ Require authors to include a Constraints on Generality (COG) statement, describing and justifying target populations, in the Discussion section.
- ☐ Add questions on reflexivity to the journals' instructions for authors, asking authors to consider their positionality in these terms before submitting their research and/or by speaking directly to these questions in the Discussion section.
- ☐ Encourage authors to include positionality statements in the author note.
- ☐ Implement impact statements for articles published in the journal.
- ☐ Adopt [open science badges](#) and review the [Transparency and Openness Promotion \(TOP\) Guidelines](#) for other ways to encourage transparency.
- ☐ Adopt Registered Reports (RRs) as a new article type.
- ☐ Encourage your Associate Editors and editorial board members to complete the demographic questions in the peer review system profiles.
- ☐ Set a goal to increase your editorial board's representation based on gender identity, race/ethnicity, disability status, and country by 10% each calendar year.
- ☐ Use the resources noted here to find and personally reach out to psychologists from historically excluded groups, inviting them to serve on your journal's editorial board.
- ☐ Offer half- or quarter-time Associate Editor positions to reduce workload requirements and eliminate some barriers that women and BIPOC face when serving in journal leadership roles.
- ☐ Implement an editorial fellowship program for your journal, focusing specifically on training ECPs from historically excluded groups for future journal leadership positions.
- ☐ Add language to reviewer invitation letters encouraging reviewers to invite a student to co-review, or launch a more formal program by offering a mentorship match program between students and editorial board members.
- ☐ Review manuscripts' reference lists for gender and race/ethnicity balance during peer review. Ask authors to affirm they have checked for this balance and include recommendations for references to authors from historically excluded groups.
- ☐ Add EDI questions to the review template and ask reviewers to check for these considerations.
- ☐ Develop clear policies and a code of conduct for addressing racism, bias, and discrimination in peer review.
- ☐ Adopt a [Bias Interrupter model](#) for peer review.
- ☐ Evaluate the journal's masked vs. unmasked review policy, considering how masked review may help promote more inclusive publication outcomes.
- ☐ Require that reviewers familiarize themselves with the *APA Publication Manual's* (7th ed.) [guidance on bias-free language](#).
- ☐ Ask reviewers to provide authors with feedback regarding bias-free language.
- ☐ Require authors to confirm that they have used systems-centered language (SCL) and person-first language where appropriate, and have followed other community-driven language guidelines.
- ☐ Require that authors adhere to [APA Style JARS](#) and ask reviewers to use JARS to facilitate their reviews of manuscript submissions