POSITION DESCRIPTION

Editor-in-Chief, Journal of Science and Medicine in Sport

The Editor-in-Chief (EIC) of the Journal of Science and Medicine in Sport (JSAMS) is accountable to the Board of Sports Medicine Australia via the Chief Executive Officer. In consultation with the Board of Directors, the EIC is responsible for the following activities in relation to JSAMS:

• implementing Sports Medicine Australia’s and the Publisher’s editorial policies

• building upon the publication’s high international reputation

• maintaining a panel of appropriately qualified and experienced reviewers

• liaising with the Publisher regarding production standards and timelines

• undertaking other editorial responsibilities as determined from time to time by the Sports Medicine Australia’s Board of Directors.

The EIC will be responsible for managing an international editorial board. The EIC will provide editorial leadership in all matters pertaining to the JSAMS. The EIC will be a person with a high professional reputation and international standing, a strong track record in research, scholarship and publication, and editorial experience. The term of appointment of the EIC of the JSAMS is for 5 years (1 January 2016 to 31 December 2020).

The key responsibilities of the EIC are to:

• establish strategies to ensure the further development of the journal (JSAMS) with a focus on the readership and in particular, the multidisciplinary profile of the readership

• allocate manuscripts to, and compile, each issue

• protect and strengthen the integrity and quality of the journal and its processes

• chair editorial board meetings and other relevant meetings

The EIC is required to:

• implement an effective and thorough manuscript solicitation strategy

• maintain a high standard of quality by managing the manuscript acceptance and rejection rates as necessary

• provide advice to the Publisher on the promotion strategies of the journal throughout sports medicine and science communities, including Sports Medicine Australia

• manage manuscripts using the Publisher’s manuscript management systems

• suggest candidates for Deputy Editors, Associate Editors and Editorial Board members as relevant.
Policies and promotion

- Support the development of strategies to ensure the continued development of the journal with a focus on the readership, impact factor, other journal impact metrics, and subscription through other societies
- Determine the editorial content of the journal including the subject matter, types of articles and the content of articles published
- Determine the structure of the editorial board to facilitate the development and promotion of the journal
- Appoint editors (Deputy Editors and Associate Editors, as appropriate) and monitor and manage the performance of editors
- Refine as required policies for authorship and submission as outlined in the instructions for authors
- Refine as required policies for the review process including: fast-tracking manuscripts, time frames for review, and author appeals of decisions made on manuscripts
- In conjunction with the Publisher, design and implement strategies to increase submissions, citations and the impact factor (and other journal impact metrics) of the journal
- Act as Chair of editorial board meetings
- Represent and promote the journal amongst colleagues and at conferences.

Review process and production

- Initiate the review process of manuscripts by allocating an Associate Editor as necessary
- Determine the content and order of articles in each issue
- Check page proofs of manuscripts and notify the Publisher of any necessary amendments
- Oversee the review process of manuscripts by regularly reviewing status reports of all manuscripts produced by the editorial office
- Occasionally, the EIC may be required to intervene and manage the review process or review manuscripts. Specifically: arrange for contributions to be reviewed by at least two persons with appropriate qualifications or experience in the nature of the research; based upon those reviews and the editor’s own knowledge, make judgments as to whether contributions are acceptable for publication in the journal
- The EIC may be required to act as a reviewer and evaluate manuscripts critically but constructively and prepare detailed comments about the research and the manuscript to help authors improve their work
• Prepare an editorial piece for each published issue

Performance and standards

• Keep to a schedule set by the Publisher
• Make every effort to ensure that there is no defamatory material in the editorial or supplementary pages of the journal
• Ensure that the content of contributions meets appropriate ethical proprieties and high international standards of ethical practice in respect to research involving human subjects
• Maintain the integrity and confidentiality of the authors’ work while that work is being evaluated for publication
• Ensure that complete records and correspondence for each contribution are filed with the Publisher.

Remuneration

• An annual honorarium as listed below will be paid. In addition to the annual, the role will be supported to attend the national Sports Medicine Australia conference with funding for one economy return airfare and accommodation for the duration of the conference. Funding support to attend selected regional meetings of journal editors is provided by the Publisher.

Deliverables

The Editor agrees to perform the following services with respect to the Journal, conscientiously, expeditiously, and to the best of his or her ability:

• in consultation with the Publisher, to refine editorial policy and the aims and scope of the Journal, decide upon procedures and standards for the acceptance of manuscripts, and obtain the Publisher’s written approval of any material changes therefrom
• in consultation with the Publisher, to select an Editorial Board which shall advise the Editor with respect to editorial policy and assist in reviewing Contributions
• to solicit the submission of high quality contributions to the Journal (hereinafter referred to as the “Contribution(s)”), to invite review articles, and to oversee any other special features of the Journal (book reviews, letters and so forth) as appropriate
• to evaluate submitted Contributions, in accordance with the editorial policy and using any current web-based manuscript management system offered by the Publisher, and to select suitable Contributions for the review process for the Journal
• to arrange for and oversee the independent peer review of contributions by two or more reviewers who are members of the Editorial Board or are suitably-qualified reviewers, and to make or request the contributor to make such revisions as the EIC and/or reviewers deem appropriate, and to reject any contribution the EIC deems unsatisfactory
• to assume editorial responsibility for the timely submission to the Publisher of the final contributions in the English language in form, content and style satisfactory to the Publisher in
accordance with the Publisher’s current “Information for Authors” and in accordance with the annual production schedule to be set by the Publisher and agreed upon by the Editor.

- to meet and confer with the Publisher’s personnel at such times as the Publisher reasonably requests.
- to make best efforts to ensure the currency and accuracy of the contents of each contribution provided to the Publisher for each issue of the Journal as of the date on which the issue’s contents are forwarded to the Publisher and to perform all other editorial services usually performed by journal editors.
- to work with editorial office services provided by the Publisher for the receipt of contributions, routing them to members of the Editorial Board and ad hoc referees and preparing final manuscripts. Such office will maintain records and statistics regarding the status of contributions submitted to the Journal and will provide the Publisher with annual status reports.
- to be a member of the Sports Medicine Australia Research Foundation committee.

Preferred criteria

- Demonstrated record of research, scholarship and publication at a national and international level.
- Demonstrated high level communication skills.
- Demonstrated international standing as a researcher.
- Demonstrated experience in an editorial responsibilities (e.g. editor, deputy editor, associate editor, active member of editorial board).
- Demonstrated experience in dealing with publishing houses.
- Demonstrated experience in maintaining databases relevant to journal publishing.
- Demonstrated experience in the promotion and marketing of scholarly products such as professional journals.
- Demonstrated effective team leadership.

Submission of Applications

Applications for the Journal of Science and Medicine in Sport Editor in Chief position must:

- Include a curriculum vitae highlighting academic and publishing experience.
- Address the preferred criteria for the role.
- Include an outline of the applicant’s vision for the future of the Journal of Science and Medicine in Sport (max 1 A4 page, 11pt Arial).

Applications are to be submitted by 8am AEDT Monday 03 August 2015 to:

Email: nello.marino@sma.org.au