

EDITOR-IN-CHIEF JOB DESCRIPTION

OUTLINE OF ROLE

Overview

The Editor-in-Chief is responsible for the proper and effective development of BJOG's editorial strategy, editorial policies and procedures, and for ensuring that BJOG retains and enhances its position as a major international journal through the publication of high quality and high impact academic, scientific and clinical content. The Editor-in-Chief will ensure that the content of BJOG is accurate, credible, reliable, accessible, and authoritative and compatible with the editorial strategy and policies of the Journal as stated in the Journal's aims and scope and other documents.

Accountability

RCOG owns the BJOG title and the Trustees of the RCOG have the final responsibility for the Journal. The Editor-in-Chief is accountable to the BJOG Management Committee of the RCOG, which has responsibility for the overall strategic direction of the Journal, and for the relationship with the contract Publisher, Wiley Blackwell. The Management Committee reports to RCOG Council.

Key tasks:

- To ensure that sufficient material is submitted for publication to fulfill the commitments made to subscribers on the number of issues and the extent of the annual volume
- In partnership with the Managing Editor and the contract Publisher to lead the strategic development of the journal, to continue to ensure excellent service to authors, highest quality of published articles and increased readership, and to submit any proposed changes to the BJOG Management Committee for approval.
- To take a leading role in the professional development of new ideas advantageous to the journal and to participate in events or organisations, such as the Council of Science Editors (CSE), World Association of Medical Editors (WAME), EQUATOR and COPE (Committee on Medical Ethics), which encourage discussion with Editors of other scientific journals on matters affecting modern medical journal publishing.
- To convene meetings of the Journal's Editorial Board and report comprehensively on the Journal's editorial performance, the performance of the Journal's deputy editors, scientific and other advisers, editorial staff and the performance of the contract Publisher, providing a record of each meeting for the BJOG Management Committee.
- To work with a team of Editors (including Trainee Editors, Scientific Editors and three Deputy Editors-in-Chief) on matters relating to acceptance or rejection of manuscripts, as well as on matters relating to editorial policy and processes. To act as a mentor for new Editors and coach established Editors.
- To regularly review the appointment of Editors, Editorial Board members and the statistical review panel to ensure that there is adequate subspecialty representation and geographical spread and that Editorial Board members are fulfilling their remit to provide expedited reviews and participate in meetings and email discussions.

- To liaise and consult with the Managing Editor on matters relating to office administration, manuscript tracking, production, business, finance and matters relating to publishing ethics, libel or contracts.
- To commit a consistent amount of time to BJOG of no less than 16 hours per week for online editorial work, visits to the editorial office in the Publishing Department as required, and the meetings detailed below.
- To demonstrate a strong grasp of issues relating to publishing ethics and scientific misconduct, including, for example, duplicate publication, conflict of interest, advertising in a scientific medium, supplements, authorship and copyright and to ensure that the BJOG instructions to authors and editorial policies are up to date in respect to these issues and the requirements of the ICMJE.
- To participate in author and Editor education in relation to trial registration requirements and the good reporting guidelines.
- To understand the importance of media relations, including international press coverage, and to liaise with the College's PR Officer, actively participating by approving press releases and acting as a BJOG spokesperson in interviews with journalists.
- To oversee the commissioning of commentaries and reviews and to approve podcast productions.
- Take responsibility for all journal content by participating in electronic consult sessions for every paper due for publication.
- To deal with all appeals in a diplomatic fashion.
- To determine the running order of the Table of Contents in each issue (a Deputy Editor-in-Chief will be available to deputise during annual leave).
- To copy-edit the Editor's Choice and all correspondence for each issue and to give final copy approval for the other columns.
- To mentor guest editors, themed issue editors and Deputy Editors-in-Chief in writing the Editor's Choice and compiling the running order for each issue.
- To ensure that accepted articles are edited for scientific content by the handling editor and that all such articles are written in clear, concise English, using the Wiley-Blackwell in-depth copy editing options as necessary.
- To ensure the Deputy Editors-in-Chief are appropriately allocating submitted manuscripts to the Editors in a timely fashion, with a proportion being rejected without review. To take over manuscript allocation to cover annual leave for the Deputy Editors-in-Chief.
- Be prepared to travel to and speak at conferences and run a BJOG Author Workshop to give visibility to the Journal. Act as an ambassador for the Journal at public events.
- Actively pursue researchers at the cutting edge of obstetrics and gynaecology to contribute to the Journal. Similarly, use conferences to identify authors for papers or supplements.
- To participate in the recruitment process of the Managing Editor as requested.

Other requirements:

- To attend meetings of the BJOG Management Committee and team meetings with the Publisher.
- To act as Chair of the Editorial Board.
- To present an annual report to the Editorial Board.
- To act as Chair of six Editors' Meetings per year.
- To attend strategic planning seminars
- To report to RCOG Council once a year.

TERMS OF APPOINTMENT

The Editor-in-Chief should not have any other major commitments, such as a schedule involving long absences from internet access and contact with the editorial office, and should not hold major office within the College. The Editor-in-Chief must be able to make the appropriate commitment in time necessary for the work of the journal.

Terms and reviews: The term of office shall be for a maximum of 6 years. The post holder will be appraised annually, and after the first 3 years there will be an assessment, which, if satisfactory, will lead to a further term of 3 years. The post holder should not be eligible to reapply after 6 years but, in the absence of a suitable new Editor-in-Chief, the current holder may be asked to continue. The Editor-in-Chief will be appraised annually.

Holiday: The Editor-in-Chief will be allocated 5 weeks' annual leave each year, dates to be agreed with the Managing Editor.

Training: A BJOG media training day is provided. Support is provided by the Managing Editor, Assistant Editor and freelance Editorial Assistant. The quarterly COPE meetings and annual seminar are useful opportunities for professional development. Other training is by agreement, as needed.

Honorarium: An honorarium of £40,000 will be paid. This can be reimbursed to the Editor-in-Chief's trust (if applicable) on receipt of an invoice.

PERSON SPECIFICATION BJOG EDITOR-IN-CHIEF

KNOWLEDGE

Essential

- A clear understanding of the remit of BJOG to principally publish original research articles, rather than reviews and educational material.
- Understanding that the key role of the journal is to assess the validity of submissions via the peer review process and to ensure that authors of provisionally accepted papers are required to revise and resubmit until their data is presented appropriately.

- Knowledge of BJOG as a respected international scholarly publication rather than a UK-oriented publication, editorial independent from the RCOG.
- Good understanding of the strengths and weaknesses of the peer review process.
- Good understanding of publication ethics.
- Good understanding of the necessity and use of the good reporting guidelines.
- Good understanding of the need for mandatory clinical trial registration in open access trial registries (negative publication bias).
- Sound knowledge of leading researchers/research groups and key trials within the field of women's health.
- The need to maintain the journal's integrity and reputation (e.g. the importance of appropriate checks to be in place for commercial supplements, for scientific editors and editorial board members to disclose their competing interests and have all their own submissions to BJOG to be handled without preferential treatment).
- Understand the importance of maintaining the high reputation of the journal in terms of providing a high level of service to authors (timely decisions and developmental feedback) and publishing high quality papers.
- To have enthusiasm and dedication to journal development with the objective of driving up online use and protecting against subscription cancellation.
- To understand the need to adopt new technologies to meet readers' changing needs (mobile journal access) and the importance of delivering article content in accessible ways for busy clinicians, such as podcasts and journal club papers.
- A good overview of all subspecialties of obstetrics and gynaecology and basic science.

Desirable

- Understanding of journal impact factor calculations and awareness of other metrics (eigen factor).
- To understand the importance of the online platform and access to articles online (via search engines such as google and yahoo, and databases such as PubMed/Medline), in addition to electronic access in low resource countries via HINARI.
- An understanding of some of the wider issues affecting scholarly publishing (open access, institutional repositories).
- Awareness of international bodies providing advice on best practice and a source of support: Council of Science Editors (CSE), World Association of Medical Editors (WAME), Committee on

Publication Ethics (COPE), ICMJE (International Committee of Medical Journal Editors), Association of Learned Society and Professional Publishers (ALPSP).

EXPERIENCE

Essential

- Experience of editing medical/scientific texts.
- Experienced journal reviewer for the three main general obstetrics and gynaecology journals.
- Mentoring and coaching peers.
- Good understanding of readers' needs and habits: both clinicians and researchers.
- Proven track record in medical/scientific research, preferably clinical trials and meta-analyses.
- A minimum of two years experience editing a medical journal.

Desirable

- Experience of the production processes post editorial acceptance of a manuscript (as an author).
- Experience of sitting on/chairing Boards and Committees related to science/medicine or publishing.
- Interacting with ethics committees/IRBs.

SKILLS

Essential

- Ability to critically assess the veracity of a study and suggest ways of improving the data presentation.
- Ability to work in close collaboration with the Managing Editor to deal with novel problems and to manage the relationship with the publisher, to ensure a high quality of service is delivered.
- Excellent written skills for writing editorial content and commentaries.
- Excellent attention to detail.
- A good understanding of statistics.
- Excellent time management skills to work to tight editorial deadlines.
- Excellent communication skills and temperament for speaking to the media.

- Availability to respond to urgent queries from the editorial team at any time during the working week.
- The ability to swiftly deal with appeals and complaints by giving clear explanations, by diplomatic and eloquent means to safeguard the journal's reputation.
- To manage situations of conflict using excellent written communication skills.
- Flexibility to attend monthly meetings.