Editor in Chief, Learned Publishing

Job Description May 2022

The EiC will be responsible for ensuring that the journal delivers on its vision of helping everyone involved in the publication of scholarly information to make better decisions by providing evidence-based and authoritative information. This position is a senior role that will lead the journal and ensure its current success is maintained and grown. The EiC is responsible for setting the journal vision together with the Editorial Board, developing and managing the editorial team, creating and maintaining journal policies and guides in line COPE guidelines and scholarly publishing best practice, ensuring the aims and scope are regularly evaluated for relevance, and for ensuring that the journal provides balance and diversity of views and research.

The EiC collaborates closely with a small team of voluntary editors, including the North American Editor and the Associate Editors. Currently the EiC manages c.80% of submissions through review and the AEs and NA Editor act as handling editors for remainder, and also act as close advisors for the EiC.

The EiC collaborates closely with the publisher and the publisher’s production team. This includes providing support to authors, reviewers and other editors.

The journal receives c.150-200 submissions each year, mostly original research articles, and publishes c.60 articles each year. Most submissions are spontaneous, however the EiC and North American editor commission c.20 articles each year.

The EiC also provides in-depth copyediting for some accepted articles (c.35% accepted articles). The EiC is responsible for ensuring that the journal gives space to a diversity of voices.

The average time from submission to first decision is 25 days. The average workload is equivalent to approximately 1 day per week.

Duties

The following are a sample of the duties required of this position.

1. Annual
   a. To review all guidelines and ensure the journal vision remains relevant
   b. Organise and Chair two Editorial board meetings, during (or near) the SSP and ALPSP Conferences to which all editors are invited (in-person meetings if possible)
   c. Review the editorial positions, and invite new people as required.

2. Quarterly/infrequently
   a. Prepare and present ALPSP Council reports including copyflow, usage and impact statistics
   b. Organize and chair Associate editorial meetings (virtual meetings)
   c. Write issue editorials (these are optional)
   d. Work with relevant ALPSP working groups
   e. Manage the publication of special issues (e.g., the biannual Redux issue)

3. Weekly
   a. Take receipt of new and revised submissions
   b. Assign to Associate/handling Editors (the EiC manages c.80% of submissions)
   c. Identify and invite suitable reviewers
   d. Evaluate submissions pre- and post-review to make decisions of revision, acceptance or rejection (the journal rejects c.70% submissions.
   e. Ratify recommendations of Associate/handling editors
   f. Manage the Editorial Office, including the administration of submissions, reports and author/reviewer/Editorial support on ScholarOne
g. Manage author appeals and ethical issues (e.g., plagiarism, author complaints, etc.)
h. Edit accepted submissions to ensure key points are suitable, the language is acceptable, and authors have provided all required items (e.g., author photos)
i. Manage the journal social media accounts, especially Twitter to promote published articles

Knowledge and skills

The EiC must show in-depth knowledge of the following:

- The broad scholarly publishing landscape
- Editorial and publishing ethics
- Editing and editorial duties
- Editorial office workflows

Adequate knowledge of the following is also required:

- Bibliometrics
- Publishing business models, including open access and subscription
- Copyright and other legal issues
- Society publishing
- Publishing technologies
- Book publishing and other media
- Peer review and other editorial initiatives
- Preprints and other scholarly communication models
- Authors and authorship
- The differences between scholarly publishing around the world, including different types of publishers and the impact of different environments (economic, social, etc.)
- Networks of suitable reviewers
- Conflict of interest and other ethical issues

The following personal skills are required:

- Attention to detail:
  - Consistent quality standards
  - Ability to analyse and evaluate article content
  - Objectivity and the ability to avoid bias
- Confidence:
  - In making decisions
  - In being able to re-evaluate decisions when challenged
  - In being able to work alone, but to also accept advice
- Excellent communication skills:
  - Timeliness
  - Speed – to be able to work quickly and accurately
  - Tact and diplomacy
  - Clarity in writing and speaking
  - Using social media for promotion and outreach
  - The ability to interpret and understand where language may be unclear
- Editing and writing skills:
  - The ability to sympathetically edit articles where required
  - The ability to write for social media and articles as required
- Outreach:
  - To identify creative ways to reach authors and readers
  - To feel comfortable in approaching potential reviewers, editors and others that may be useful to the journal
  - Providing talks and presentations
  - Developing and presenting guidelines and support
  - Happy to use own and extended networks to raise the journal visibility.