

International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)

Job Description: Editor-in-Chief, *Ultrasound in Obstetrics and Gynecology* (UOG)

Responsible to: The ISUOG Board of Trustees

Key liaisons: Journal Editors, Editorial Board, Managing Editor UOG, Editorial Office staff as necessary, Publisher, Journal Oversight Committee

Status: 4-year term, renewable once

Location: Remote, with occasional travel for editorial meetings

Main aims of the post

- To develop and manage the short- and long-term strategic direction of the Journal, in collaboration with the Journal Editors and Editorial Office, and in partnership with the Publisher
- To maintain and enhance the highest possible scientific standards, clinical impact and international reputation of the Journal
- To act as an ambassador for the Journal, by promoting its visibility, encouraging high-quality submissions, and fostering relationships within the OB/GYN community
- To provide leadership to the Journal Editors and Editorial Board
- To work with the Managing Editor to oversee the efficient running of the Journal submission, peer-review, editorial and publication processes
- To adhere to and ensure that ethical standards are upheld throughout the entire publication process

A Journal Oversight Committee is appointed by the ISUOG Board of Trustees to provide an independent review of the performance of the Editor-in-Chief and the Journal, and to support the Editor-in-Chief in achieving their goals.

Responsibilities

Strategic leadership

- To ensure the highest possible scientific standard and clinical impact of the Journal
- To develop and manage the short- and long-term strategic direction of the Journal, in collaboration with the Editors, Editorial Office and Publisher, in line with ISUOG's strategic plan and mission
- To develop and implement strategies to increase the journal's impact, reach, citations and engagement with clinicians and researchers worldwide
- To represent the Journal in public and communicate with the media as necessary
- To create and manage editorial policy in consultation with the Editorial Office
- To keep up-to-date with trends in Journal publishing and assess opportunities for the development and growth of the Journal
- To maintain high standards in the peer-review process and ensure that the Journal adheres to best practice in research integrity and publishing ethics, in accordance with COPE and other international guidelines

Leadership and support of the editorial team

- To appoint the Editors and members of the Editorial Board, and regularly review their performance
- To provide mentorship and guidance to the Editors and Editorial Board, promoting continuous improvement in editorial standards and practices
- To ensure effective communication between the Editor-in-Chief, Editors and Editorial Office
- To chair all in-person and virtual meetings of the Editors and Editorial Board
- To communicate as necessary with the Society and Publisher, and to participate in negotiations between the Society and the publisher, such as the publishing tender process
- To oversee and ensure the consistency and fairness of the editorial and peer-review processes of the Journal

Editorial content management (together with the Editorial Office)

- To take overall responsibility for the scientific content of the Journal
- To work closely with the Managing Editor to ensure the efficient running of the peer-review and editorial decision-making processes
- To ensure timely, fair and constructive editorial decisions
- To triage papers to determine if they should undergo external peer review, and to assign such papers to Editors or directly to reviewers, as necessary
- To ensure that the editorial workload is appropriately shared among Editors
- To maintain efficient peer-review timelines by adhering to agreed targets for acceptance rate, rejection rate and turnaround times, according to a strict workflow plan
- To identify emerging topics and commission high-quality content in the field, and encourage the Editors to do the same
- To improve, adapt and plan content in line with scientific developments in the field
- To commission Opinions and Editorials
- To arbitrate on manuscripts about which the responsible Editor has some doubt
- To resolve, or support the Editors to resolve, appeals
- To deal with and to arbitrate on possible complaints from authors and readers of the Journal, when necessary, in collaboration with the Managing Editor and the Publisher
- To lead the resolution of research integrity concerns in collaboration with the Managing Editor and the Publisher, and to work with the Journal Oversight Committee to safeguard the reputation of both UOG and ISUOG when necessary

Meetings

- To attend all ISUOG Board of Trustees meetings in an ex-officio capacity, including two in-person meetings in the spring (usually March) and at the annual ISUOG World Congress, and present a report on Journal activities
- To attend the annual Editors in-person meeting at the ISUOG World Congress, and any virtual meetings scheduled during the year
- To attend the annual Editorial Board meeting
- To meet and confer with the Publisher at least once a year
- To hold regular informal meetings with the Managing Editor
- To meet with the Journal Oversight Committee when reasonably requested and no less than once per year

Person specification

Qualifications

- Medical doctor (MD) currently practicing or with prior extensive experience working in the field of obstetrics and/or gynecology, including use of ultrasound
- PhD or equivalent qualification in a relevant discipline (desirable)
- Track record of significant publications in peer-reviewed research journals

Experience

- Experience of editing medical/scientific texts
- Experience in peer review, editorial decision-making and journal development
- Proven track record in medical and/or scientific research
- Experience as an Editor or member of the Editorial Board of a peer-reviewed medical journal
- Experience of chairing boards and committees related to science/medicine or publishing

Knowledge

- Good understanding of readers' needs and habits, including both clinicians and researchers
- Understanding of journal Impact Factor calculations and alternative journal metrics (e.g. CiteScore)
- Understanding of wider issues in scholarly publishing (e.g. open access, data sharing, institutional repositories)
- Enthusiasm and dedication to the ongoing development of the Journal, with the aim of enhancing its impact and reputation, increasing online readership, and supporting subscription growth
- Appreciation of evolving social media tools and how to use them to enhance the visibility and readership of the Journal

Skills

- Excellent communication and interpersonal skills
- Strong organisational and time-management skills
- Willingness to respect peer-review deadlines
- Willingness to represent the journal at international conferences and events
- Excellent writing and editing skills in English