

Editor – role description and person specification

CONTEXT

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation operating across 140 countries and comprised primarily of clinicians who are ultrasound experts in the field of Obstetrics and Gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Ultrasound in Obstetrics & Gynecology (UOG) is the official journal of ISUOG. It is recognised as the leading peer-reviewed journal on imaging within the field of obstetrics and gynecology, publishing important research from all parts of the world. UOG has an impressive Impact Factor of 7.1, with more than 6 million article downloads each year. It is published monthly and features an international authorship and a fully electronic manuscript submission and review process.

ROLE DESCRIPTION

Purpose / summary of the Committee	The Editor-in-Chief, Editors, Editorial Board and Editorial Office manage the Society's official journal, <i>Ultrasound in Obstetrics & Gynecology</i> . They ensure the highest possible scientific standard for the journal and constantly seek ways to improve all aspects of the editorial, review and publication processes.
Responsibilities of the Committee	<ul style="list-style-type: none">• To manage the day-to-day editorial flow of the Journal and support the Editor-in-Chief in achieving the annual goals set by the ISUOG Board, including but not limited to:<ul style="list-style-type: none">○ Ensuring the highest possible scientific standard for the journal○ Improving the international profile of the journal○ Improving and adapting content management in line with scientific developments in the field• To follow the workflow set by the Editor-in-Chief, Managing Editor and ISUOG Board• To ensure consistent and timely management of the editorial and review processes for submitted contributions
Responsibilities of the Editor	<ul style="list-style-type: none">• To solicit the submission of high-quality manuscripts to the Journal and to invite high-quality review articles on clinically relevant topics in their field of expertise• To evaluate submitted contributions in accordance with the editorial policy, and to select suitable contributions for the peer-review process• To arrange for and supervise the independent peer review of contributions, to request the contributor to make such revisions as the Editor and/or reviewers deem appropriate and ensure the authors address satisfactorily all points raised, and to reject any contribution the Editor deems unsatisfactory• To make his or her best efforts to ensure the currency and accuracy of the contents of each contribution accepted for publication• To ensure that the peer review of contributions is conducted fairly and in an effective and timely manner, in accordance with the editorial policy• To support the Editor-in-Chief and Editorial Office in the fulfilment of the publication process as necessary• To attend the ISUOG World Congress for planned editorial meetings of the Journal• To attend planned conference calls with the editorial team

Terms of appointment	<ul style="list-style-type: none"> • The Editor term lasts for 3 years, renewable for a further equivalent term of 3 years at the mutual agreement of the parties and up to a total of two complete terms (in line with the Society policy at the time) • An allowance (to be determined by the Editor-in-Chief annually) will be given as a contribution towards travel and accommodation costs in attending the annual meeting of the Editors • Editors must commit to meet at least once a year at the ISUOG World Congress, and to attend the Editorial Board meeting and any other meetings as are deemed appropriate by, and agreed in advance with, the Society
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PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Medical or allied medical professional, practicing in the field of obstetrics and/or gynecology and/or ultrasound • PhD, MD or equivalent qualification in a relevant discipline • Significant publications in high-quality peer-reviewed research journals
Experience	<ul style="list-style-type: none"> • Experience of editing medical/scientific texts • Experience in peer review, decision-making and journal development • Proven track record of publications in medical/scientific research journals
Knowledge	<ul style="list-style-type: none"> • Good understanding of readers' needs and habits: both clinicians and researchers • Understanding of journal Impact Factor calculations and awareness of other metrics • Up to date with clinical practice and advancements in obstetrics and gynecology • Understanding of basic statistical principles
Skills	<ul style="list-style-type: none"> • Strong organisational and time-management skills • Willing to respect peer-review deadlines • Excellent writing and editing skills in English