



The American Federation for Medical Research (AFMR) has begun a search for the next AFMR Editor-in-Chief of the *Journal of Investigative Medicine (JIM)*.

The AFMR is seeking candidates with the following qualities for this challenging position: previous international editorial experience, organizational ability, leadership skills, prestige in the field, willingness to devote time to *JIM* and the AFMR, and the ability to communicate clearly. The current Editor, Dr. Michael McPhaul, will complete his term on June 30, 2019. It is anticipated that the next Editor will shadow the current editorial team as of July 1, 2019, assuming full responsibility as of October 1, 2019.

### **Application Process**

To apply, please forward the following in a pdf to [ADMIN@afmr.org](mailto:ADMIN@afmr.org) by February 15, 2019:

- Curriculum Vitae;
- Cover statement describing your suitability for the position and the number of hours per week you are available to dedicate to the journal;
- A mission statement including goals and vision; and
- Your strategy to attain those goals.

For more details about the AFMR, *JIM* and the position, or to discuss informally, please contact Dr. Amir Zeki, Chair of the AFMR Publications Committee at [ADMIN@afmr.org](mailto:ADMIN@afmr.org).

### **Timeline**

January 1, 2019 – Accepting applications for Editor-in-Chief

February 15, 2019 – Application deadline

March 10, 2019 – 1<sup>st</sup> round notifications

April 3, 2019 – Interviews with finalists in Chicago, IL

May 1, 2019 – Final notifications

### **About the *Journal of Investigative Medicine***

*JIM*, publishes eight issues per year and is the official journal of the AFMR. *JIM*'s multidisciplinary biomedical content includes original articles, perspectives, reviews, editorials and correspondence of the highest quality from professionals on a worldwide scale. *JIM* is an AFMR membership benefit, with the primary delivery format being online, with paper copies sent to eligible AFMR members and AFMR's four regional meetings. Libraries and institutions may also subscribe to *JIM*. The Journal is hosted online at <https://jim.bmj.com/>. The Journal receives approximately 400 submitted manuscripts each year and utilizes the ScholarOne platform for submission and peer-review.

### **Job Description**

This position will have a 3-year mandate through December 2021 with the potential for a second term of 3 years by mutual agreement with the AFMR Executive Committee. The Editor is recommended by the Publications Committee and appointed by the AFMR National Council, but all editorial decisions are independent from the AFMR leadership. An annual stipend will be provided by the AFMR. An Editorial Assistant, as well as other administrative and technical support is provided by the publisher.

## **Main Roles**

- Select and maintain an Editorial Board that is representative of medical researchers worldwide and a carefully selected group of Deputy (Associate) Editors.
- Define Editorial Board roles and communicate with AFMR staff regarding updates
- Responsibility for the scientific content of *JIM*.
- Actively recruit content through international networking.
- Act as a pro-active ambassador of *JIM* in the international scientific arena.
- Lead the Editorial Board on *JIM* policy, including accept/reject policy and supervising decisions where necessary, and providing an update on relevant publications issues to the Editorial Board on a regular basis.
- Report on Editorial Policy and journal status to the Publications Committee and National Council
- Assess submitted manuscripts and assigning a relevant Editorial Board member to each.
- Create a balanced selection of manuscripts to form a table of contents list to an agreed schedule.
- Ensure that publication lag time and the number of published manuscripts are kept to an acceptable level.
- Attend and present at some national meetings to increase recognition of AFMR and encourage *JIM* submissions
- Chair and establish an agenda for *JIM* Editorial Board meetings.
- Attending and reporting at bi-annual AFMR National Council meetings
- Participate in Publications Committee teleconferences
- Advise the four Regional Councils on ways to promote the journal and encourage submissions from abstract presenters.
- Interact with the Publisher on a regular basis to ensure smooth operations.

## **Managerial Responsibilities**

- Work closely with the publisher to develop a strategy for increasing the journal's impact as a leading, multidisciplinary, scientific journal
- Provide and present a written mission statement (highlighting vision and strategy) to the AFMR Executive Council and the AFMR Publications Committee at the start of the mandate, to be reviewed quarterly.
- Transition with the current Editor and ensure smooth handover to the future Editor.
- Publish (as a minimum) an annual editorial, presenting the achievements of *JIM* and the editorial or development plans for the coming year.
- Lead *JIM* Editorial Board meetings (at least one strategic face-to-face meeting per year at an AFMR meeting, plus regular teleconferences).
- Be involved in updating the instructions to authors with regards to new reporting guidelines, in collaboration with the Publisher.
- Be responsible for initiating sanctions against authors who have violated instructions to authors, for example regarding duplicate publication and fraud, using the resources provided by COPE (Committee on Publication Ethics), of which the Editor will be a member.

## **Editorial Responsibilities**

- Update written procedures on the editorial handling of manuscripts for the Editorial Board and reviewers, in collaboration with the Publisher.
- Ensure adequate peer-review scoring of papers based on scientific quality.
- Prioritize papers of high quality for publication, taking into account level of published papers per year and publication lag time.
- Ensure the unbiased and independent handling of all submitted manuscripts and have a clear policy for handling manuscripts submitted by the Editor him-/herself.
- Avoid potential conflicts of interest by the editors, reviewers, and authors and make appropriate arrangements to limit and make transparent such conflicts.
- Ensure adequate supply of editorials and invited reviews.
- See all submitted papers at the stage of submission and assign to an appropriate Editorial Board member or take immediate decisions on acceptance/rejection if required.
- Take responsibility for all correspondence regarding editorial policy.
- Monitor the editorial performance of the members of the Editorial Board, provide regular feedback, and intervene where necessary.

## **Personal Requirements**

- Relevant medical and scientific qualifications and experience in a relevant field.
- Previous international editorial experience.
- Excellent written and spoken English.
- Excellent communication skills.
- Leadership skills, including the ability to motivate others.
- Excellent organizational skills.
- Awareness of the importance of publishing deadlines.
- Interest in scientific, technical and medical (STM) publishing.
- Social media / Twitter familiarity
- Ability to devote requisite time to *JIM* and AFMR activities.