

The Australasian College of Dermatologists



Position Description:

Editor in Chief – Australasian Journal of Dermatology

About the Australasian College of Dermatologists

The Australasian College of Dermatologists (ACD) is the sole medical college accredited by the Australian Medical Council for the training and continuing professional development of medical practitioners in the specialty of dermatology. As the national peak membership organisation, the College represents over 600 specialist dermatologist Fellows (FACD) and 100 trainees across the country. The College is the leading authority in Australia for dermatology, providing information, advocacy and advice to individuals, communities, government and other health stakeholders on skin health and dermatological practice.

About the Australasian Journal of Dermatology

The Australasian Journal of Dermatology is the official journal of the Australasian College of Dermatologists and the New Zealand Dermatological Society, publishing peer-reviewed, original research articles, reviews and case reports dealing with all aspects of clinical practice and research in dermatology.

Position overview

The Editor in Chief of the Australasian Journal of Dermatology is a consultant/specialist dermatologist in good standing with their registration authority and specialist medical college/society, with expertise in and enthusiasm for the publication of a peer reviewed scientific journal of high quality and relevance to the Fellowship.

This is a current position established to advance the College's Strategic Goal of *Driving dermatology research and innovation* in alignment with College's Strategic Plan 2020-23. This position reports to the CEO and works directly with the journal publisher. The Editor in Chief also engages with relevant College staff involved in AJD promotion, marketing and research dissemination.

The role is a contract position for 3 years. Time commitment is approximately up to two days per week dedicated to Journal activities. The position of Editor in Chief can be held by one or two individuals sharing the role.

Key Relationships

- Editorial Board Members
- Wiley Publishing staff
- College Board members (including President)
- College Chief Executive Officer
- College Faculty Office Bearers
- Key organisations in Dermatology
- Peak member organisations in Dermatology
- College staff providing secretariat support

Position Responsibilities

The primary responsibilities of the Editor in Chief are to inform and educate readers through attention to the accuracy and importance of journal articles and protect and strengthen the integrity and quality of the journal and its processes. The position will hold responsibilities for:

- Leadership and strategic direction
- Manuscript submission and review
- Production and content.

Leadership and strategic direction

- Provide leadership, guidance and overall strategic direction of the AJD and its activities, in consultation with the College and the Publisher, to:
 - Ensure the continued development of the Journal with a focus on the readership
 - Increase citations and the Impact Factor of the Journal
 - Increase the number of quality manuscripts being submitted to and published by the Journal
 - Establish policies for authorship and submission as outlined in the Instructions for Authors
- Provide leadership to the Editorial Board, including convening and chairing an annual face-to-face meeting and other meetings as deemed necessary
- Source and appoint members to the Editorial Board based on academic output and contribution to the Journal as reviewers
- Manage ongoing performance of the Editorial Board including Associate Editors as determined by the following measures:
 - Solicitation and acquisition of suitable contributions to the Journal
 - Timely review of manuscripts
 - Adherence to editorial policies
- Monitor Editorial Board membership diversity according to expertise and longer-term view for succession planning
- Provide leadership in facilitating and maintaining high levels of quality and integrity in all aspects of journal development and production, including manuscript review and editing processes, implementation and application of editorial policies and ensuring appropriate and timely communications
- Adhere to ongoing Journal reporting obligations as determined by College Board of Directors.

Manuscript submission and review

- Represent and actively promote the Journal amongst colleagues and at conferences in order to generate submissions to the Journal
- Encourage Associate Editors to actively solicit suitable manuscripts for the Journal to ensure adequate copy is available for each issue
- Be the first point of contact with the Publisher to receive and triage submitted manuscripts
- Oversee the process of manuscript review delegation to Associate Editors and Reviewers, ensuring alignment of appropriate expertise with manuscript content
- Monitor the quality and timeliness of the peer review process and adherence to guidelines
- Undertake review of manuscripts when required
- Initiate and ensure appropriate action is undertaken in the instances of detected plagiarism
- Make the final determination of acceptability of manuscripts for publication, taking into account the recommendations of the Editors and Reviewers
- When appropriate, provide detailed Reviewer and Associate Editor comments to authors about

their research and paper following the review process and advise whether their contribution has been accepted

- Maintain the integrity and confidentiality of the authors' work during the peer review process
- Support the Publisher in handling complaints and appeals.

Production and content

- Liaise with the College, Publisher, Editors and members of the Editorial Board and monitor the status of the production of the Journal and plans for forthcoming issues
- Determine the ongoing editorial content including subject matter, types of articles and the order and accuracy of published material
- Ensure all contributions accepted for publication conform to the Author Guidelines
- Check page proofs of papers that have been prepared by the Publisher and notify the Publisher of any necessary amendments
- Ensure the development and selection of content for the Journal is in line with those standards set by the College:
 - Ensure there is no defamatory material in the editorial or supplementary pages of the Journal
 - Ensure the content of the papers meets the appropriate ethical guidelines.

Essential selection criteria

- A consultant/specialist dermatologist in good standing with their registration authority and specialist society
- Strong knowledge and experience in clinical and academic dermatology and the International research landscape
- Demonstrated leadership experience in College or similar
- Demonstrated ability to liaise and maintain relationships with key stakeholders to drive the AJD and meet its strategic objectives.

Other matters

Confidentiality

Confidentiality must be kept for all matters which may affect the interests of College and Faculties.

Conflict of Interest

All conflicts of interest are to be declared either on the Conflict of Interest Form, which is reviewed annually, or in meeting minutes.

Copyright Guidelines and Copyright Assignment

A Copyright Assignment must be signed, to give the College authority to use all right, title and interest in materials resulting from joint work with the College.

Expenses

Travel and associated expenses incurred during the undertaking of College duties are reimbursed by the College according to the Travel Policy.