

Role and Responsibilities: Editor-in-Chief, Aesthetic Plastic Surgery

Responsible to: The Board of Directors of the International Society of Aesthetic Plastic Surgery.

Main aims of the post

- To develop and manage the short- and long-term strategic direction of the Journal in line with the Society's strategic plan and objectives
- To develop the highest possible scientific standards and content of the Journal
- To attract and solicit high quality articles and original content
- To provide leadership of the Journal Editorial Board
- To oversee the efficient management of the Journal submission, peer-review, editorial and publication processes

A Journal Operations Committee is appointed by the Board to provide independent review of performance, to support the Editor-in-Chief in achieving his or her goals, and to provide a mechanism for resolving ethical issues, conflicts or disputes. The Editor in Chief reports regularly at meetings of the ISAPS Board with reference to the current aims of the Society and Journal.

Responsibilities

Strategic leadership

- To set strategies to promote and develop, and to ensure the highest possible clinical impact of the Journal (Impact Factor, dissemination, downloads, etc)
- To develop and manage the short- and long-term strategic direction of the Journal in line with the Society's goals, eg
 - To improve the international profile and recognition of the Journal
 - To represent the Journal in public, promote it broadly, and communicate with the media as necessary
- To keep up-to-date with trends in Journal publishing and to assess opportunities for development
- To create, manage and develop editorial policy in consultation with the Society and Publisher
- To meet and confer with the Society at such times as reasonably requested and to report to the Board at their meetings no less than twice year
- To meet and confer with the Publisher regularly as required
- To meet and confer with the Journal Operations Committee regularly as required
- To keep up-to-date with internationally accepted publication ethics and best practice for research publishing (COPE), and ensure the Journal is in line with these standards

Editorial

- To work closely with the Associate / Co-Editor (soon to be appointed) to coordinate the work of the Editorial Board, ensure regular communication and share editorial workload appropriately
- To appoint the Editorial Board with the approval of the ISAPS Board, and in consideration of the following criteria for appointed board members:
 - have research interests in common with the Mission & Scope of the journal
 - have a record of published research in scholarly journals, including serving as lead author
 - be well-respected in the CSD community and be actively involved in research
 - have substantial experience in reviewing manuscripts

- have a willingness to drive journal activities
- To regularly review who is serving on the Editorial Board considering board member activity, participation, responsiveness and contribution to the journal. Some reasons for a change might be:
 - to provide extra support to board members handling a large number of submissions
 - to remove any inactive board members, or those that have made the decision to retire from the board
 - to cover new subject areas not previously included in the mission and scope
 - to cover new geographical areas
 - to take opportunities to meet up, talk over the phone, email, share ideas, and involve their editors in the discussion.
- To keep board members informed about the latest developments on the journal, soliciting ideas for future improvements, creating a collaborative community engaged in creating an excellent journal with impactful research.
- To send letters of appreciation when Editorial Board members retire.
- To chair all meetings of the Editorial Board (at least twice a year, once face to face at ISAPS World Congress)
- To review goals regularly with the Journal Operations Committee
- To comply with Editorial Policy and use best endeavours to ensure the accuracy and currency of submitted material
- To deal with and to arbitrate on possible complaints from the authors and readers of the Journal, when necessary together with the Journal Operations Committee
- To communicate regularly with the Publisher and to support negotiations between the Society and the Publisher.
- To commission, solicit, improve, adapt and plan content in line with scientific developments in the field
- To work closely with the Managing Editor (Springer), using the supplied manuscript management system to:
 - ensure consistency, fairness and efficiency in application of editorial policy and in the editorial/review process
 - evaluate submissions and triage papers for external peer review, or manage rejections in line with the editorial policy for rejection rate management.
 - arbitrate on and make final decisions on manuscripts with inconsistent reviews
 - Ensure timely submission to publisher, making best endeavours to ensure currency and accuracy of material submitted, and including all necessary declarations
 - minimise the length of time from submission to decision on individual papers:
 - assign papers accepted for publication to issues (to “compose” the issue)

Person specification

Qualifications

- Plastic Surgeon of high reputation and standing currently practicing, or with extensive prior experience working, in the field of Aesthetic Plastic Surgery
- Significant number of publications in peer-reviewed research journals
- Preferably PhD or equivalent academic qualification

Experience

- Significant experience of editing medical/scientific texts
- Significant experience in peer review, decision-making, and journal development.
- Proven track record in medical/scientific research
- Experience of editing a medical journal

- Experience of publisher contract negotiation, and / or serving on publishing committees preferred

Knowledge

- Good understanding of author and readers' needs and habits
- Understanding of journal Impact Factor calculations and other relevant metrics
- Understanding of the importance of access to articles online
- An understanding of some of the wider issues affecting scholarly publishing (eg Open Access)
- Appreciation of new and evolving social media and how to use them to enhance the readership of the journal

Skills and attributes

- Excellent communication and interpersonal skills
- Strong organization and time-management skills with willingness to respect peer-review deadlines
- Willingness to speak at international conferences, and to attend to solicit high quality papers
- Excellent writing and editing skills in English
- Commitment to ISAPS vision and mission and ability to apply this to Journal strategy

Editorial Transition Planning

It is essential for transition planning that the incoming EIC can hit the ground running.

To support this process the *outgoing* EIC will share insights with the incoming EIC: the outgoing EIC's experience and journal-specific knowledge is invaluable, and helps to keep the journal on track during the transition period and beyond. The departing EIC can provide details on the nature of content coming into the journal, which in turn may help the new EIC in determining the best balance when building their editorial team.

The incoming Editor in Chief will work with the Journal Operations Committee to ensure effective succession planning from appointment, throughout their tenure, to collaborate with the appointed Associate Editor and to ensure an Editorial Board structure fit for the future and to allow for effective continuity of future editorial management in the rare circumstances where real life gets in the way, or an EIC needs to take a leave of absence or resign unexpectedly.