



JOB DESCRIPTION

Editor-in-Chief for Vox Sanguinis

Reporting to the Board of Directors of the International Society of Blood Transfusion (ISBT) and working closely with the Section Editors and the Publisher.

The appointment will be for a fixed contract length of typically 3 – 5 years with the possibility to renew.

Introduction

Vox Sanguinis is comprised of an Editorial Team consisting of a) the Editor-in-Chief b) Section Editors who are responsible for organising the review of submissions in specific topics in transfusion medicine and for disseminating the outcome of the review process and c) the journal's publishing manager and an Editorial assistant. The journal is published by Wiley. Currently there is no Editorial Board. The Editor-in-Chief will be expected to form an Editorial Board taking into account an equitable gender mix, a demographic mix in line with the global reach of the journal and representation from the different subsections of transfusion medicine. The Editorial Board will provide expert advice on content, attract new authors, encourage submissions to the journal and promote the journal to colleagues and peers.

The Editor-in-Chief will contribute to the development of a prestigious and high impact journal, strive to ensure that the journal is the first choice for authors in the field of transfusion medicine and enable an effective and efficient editorial process. Performance will be measured through the journal impact factor, the number of article submissions per year and the turn around time from submission to publication. The Editor-in-Chief will have close contact with the ISBT Vox Sanguinis Standing Committee who will monitor the journal on behalf of ISBT but will not be involved in Editorial decision making.

Roles and Responsibilities

Strategic leadership

1. The Editor-in-Chief will develop and provide a vision for the Journal bringing leading edge ideas, while building on the heritage of the Journal, taking into consideration the changing world of journal publishing, trends within research publishing in transfusion medicine and related fields, including but not limited to haematology, haemostasis and cellular therapy, what competitor journals are doing, and online developments – all aimed at maintaining and improving the Journal's quality, impact, and international standing.
2. The Editor-in-Chief will work collaboratively with the Publisher, Section Editors and ISBT through the Vox Sanguinis Standing Committee to convey and refine the Journal's vision and contribute to the development and implementation of strategic plans for the Journal.
3. The Editor-in-Chief will act as an ambassador for the Journal nationally and internationally.
4. The Editor-in-Chief will meet face to face with the ISBT Board at least once a year to update the Board on the journal's performance and development. The Board is committed to the maintenance of editorial independence.
5. The Editor-in-Chief will maintain regular contact with the Publisher and a representative of the Publisher will be invited to attend the Editorial team meeting.

6. The Editor-in-Chief will meet online with the ISBT Vox Sanguinis Standing Committee at least once per year and more frequently if required.

Leadership and support of the Editorial Team

7. The Editor-in-Chief will provide leadership to the Editorial Team consisting of the Section Editors and the Publisher.
8. The Editor-in-Chief will be responsible for the effective performance of the Section Editors and the editorial process (including acceptance and rejection rates, turn-around times and other critical parameters), and will alert ISBT to any concerns about the Section Editors performance if problems cannot be resolved.
9. The Editor-in-Chief will recommend new Section Editors when needed and ISBT shall recruit and appoint new Section Editors based on this recommendation.
10. The Editor-in-Chief will chair an annual Editorial Team meeting preferably prior to or immediately after an ISBT congress for a yearly review and to discuss strategic developments, editorial, production and marketing matters.
11. The Executive Director and Chair of the Vox Sanguinis Standing Committee will attend the annual Editorial Team meeting.
12. Paid editorial assistance will be available to the Editor and will be agreed on appointment.

Editorial Board

13. The Editor-in-Chief will establish and maintain an Editorial Board.
14. The Editor-in-Chief will, in consultation with the Section Editors and ISBT, appoint new Editorial Board members and review contributions from current Editorial Board members to monitor and encourage their continued contribution to the Journal, both as reviewers and authors. The Editor-in-Chief will ensure that the Board's composition is sufficiently international and broad in scope to establish the Journal worldwide within its field.
15. The Editor-in-Chief will keep members of the Editorial Board up-to-date with developments through a Communication (distributed by email) at least once a year, managed by the Editorial Assistant.
16. The Editor-in-Chief, in collaboration with ISBT and the Publisher will chair annual Editorial Board Meetings in person or guide an online board meeting.

Editorial Content Management

17. The Editor-in-Chief will identify types of papers and/or topics that would be desirable to publish (or increase) in the Journal and will seek ways of attracting the submission of such papers, and also the submission of papers from highly-cited authors worldwide.
18. The Editor-in-Chief, in conjunction with the Section Editors, will ensure that potentially suitable contributions are peer-reviewed by appropriately qualified and experienced persons in a timely manner.
19. The Editor-in-Chief and Section Editors will communicate promptly with authors, to accept or reject manuscripts or to request revision in response to referees' reports and editorial comments.

20. The Editor-in-Chief will provide the Material to the Publisher in accordance with the Production Schedule and in accordance with the Instructions for Authors, complete with all illustrations and tabular matter, permissions and assignments of copyright, ensuring that all contributions are original, have not been published elsewhere, follow ethical guidelines and are not defamatory or otherwise unlawful.
21. The Editor-in-Chief will check author-approved page proofs prepared by the Publisher and notify the Publisher of any necessary amendments in accordance with the Production Schedule.
22. The Editor-in-Chief will determine the order of contents appearing in the Journal.
23. The Editor-in-Chief will deal with disputes about editorial decisions as they arise, while involving the Section Editors at all times, and make final recommendation on course of action to be followed, liaising with the Publisher as and when necessary.
24. The Editor-in-Chief will deal with appeals from authors involving the Section Editors at all times.
25. The Editor-in-Chief will keep up-to-date with best practice recommendations internationally for research publishing, and also publishing ethics, and ensuring the Journal is in line with these standards.
26. The Editor-in-Chief will comply with the ISBT conflict of interest policy and will ensure updated conflict of interest statements of Section Editors on an annual basis.
27. The Editor-in-Chief will contribute to any amendments or additions to the Author Guidelines to reflect developments in requirements from authors.
28. The Editor-in-Chief will write or commission one or more Editorials per issue in order to involve the blood transfusion community by creating debate and interest in the Journal and articles published therein.
29. The Editor-in-Chief will commission top quality reviews and research and develop other forms of appropriate content in conjunction with the Section Editors.

Marketing/Promotion of the journal

30. The Editor-in-Chief will respond to marketing plans developed for the Journal and provide feedback and suggestions to the Editorial Team and the Marketing Manager when requested.
31. The Editor-in-Chief will act as an ambassador for the Journal actively promoting the Journal when undertaking any professional activity.
32. The Editor-in-Chief will provide the Publishers Marketing Department with marketing information to help promote the Journal and to advise on marketing activity.
33. The Editor-in-Chief will assist the Publishers in advising on opportunities for obtaining non-subscription income through the sale of advertising space, offprints or sponsored supplements and subscriptions.