

## **IJGC Editor-in-Chief Job Description**

### **Basic purpose**

*International Journal of Gynecological Cancer* (IJGC) is the official scientific journal of the International Gynecologic Cancer Society (IGCS) and the European Society of Gynaecological Oncology (ESGO). IJGC is the primary educational and informational publication for topics relevant to detection, prevention, diagnosis, and treatment of gynecologic malignancies. IJGC emphasizes a multidisciplinary approach, and includes original research (clinical trials and translational or basic research), reviews, and opinion pieces. With an independent and internationally recognized Editorial Board, IJGC is committed to publishing and disseminating the highest quality work to inform daily clinical practice and transform the practice of medicine in gynecologic oncology.

The Editor-in-Chief will be the public voice and provide vision for the journal and lead a Deputy Editor and Associate Editors in conducting peer review of manuscripts submitted for publication.

The primary responsibilities of the Editor-in-Chief consist of the following:

- Work with the IGCS/ESGO Publications Committee to develop and execute a clear vision for the direction of the Journal and raise the quality of science published in the IJGC
- Enhance and build the educational value of the Journal by soliciting state-of-the-art reviews; clinical guidelines; and integrating the societies' educational objectives and proceedings
- Integrate multimedia content that will increase interest and readership of the Journal
- Act as ambassador of the Journal to the international author/editor/reviewer/IGCS/ESGO member community
- Identify and appoint Associate Editors and editorial board members who contribute diversity in expertise, geographic region and representation to the editorial board and its processes
- Solicit high-quality manuscripts from potential authors, decide which manuscripts to publish, and assist authors as they develop their manuscripts for publication
- Select a sufficient pool of expert reviewers to reach conclusions and make decisions on manuscripts in a timely manner
- Oversee the peer review of manuscripts to insure the Journal publishes only the highest quality and most relevant manuscripts

### **Specific responsibilities**

- Work in collaboration with the IGCS/ESGO, any IGCS/ESGO publication advisory committee, and the Publisher to set short- and long-term goals and objectives for the Journal that advance the science, clinical practice, and education of gynecologic oncology.

- Lead the Editorial Board in developing a strategic plan based on the Journal's goals and objectives and oversee its implementation.
- Organize and recruit Associate Editors and lead annual meetings of the Editorial Board.
- Recruit Editors to coordinate special issues and journal functions at the Annual Meeting, and supervise their work.
- Reflect IGCS/ESGO's global outreach goals, actively promoting the Journal to a broad range of high-quality authors, readership, and subscribers from around the world.
- Encourage submission of high-quality and innovative manuscripts and reviews reporting on cutting-edge research or emerging areas of interest.
- Oversee invitation of review articles, special articles, and commentaries, selecting supplements and overseeing any other special features of the Journal as appropriate.
- Define the instructions to authors in conjunction with the Publisher for preparation and submittal of manuscripts.
- Maintain oversight of the process for submission and review of manuscripts to ensure timeliness and adherence to review guidelines.
- Keep abreast of and work to improve Journal metrics, including time for first decision, review time, revision time, articles published, rejection rate, Impact Factor, and other quantitative and qualitative measures deemed appropriate by any IGCS/ESGO publications advisory committee.
- Evaluate submitted contributions in accordance with the editorial policy and in liaison with the Editors, and select suitable contributions for the review process for the Journal.
- Make best efforts to ensure the currency and accuracy of the contents of each contribution provided for each issue of the Journal.
- Prepare editorial content sufficient for 12 monthly issues in a timely manner, so that all issues are finished no later than the scheduled issue date.
- Write or otherwise obtain articles that introduce the contents of each issue.
- Establish or adapt policies standard in academic publishing for handling allegations and findings of scientific misbehavior and misconduct.
- Ensure that permissions, work-for-hire agreements, copyright transfer agreements, disclosures of any conflicts of interest, patient permissions, and any other documentation necessary for the publication of each contribution, as mutually agreed by IGCS/ESGO and the Publisher, are obtained.
- Report to, meet with, and seek advice from the IGCS/ESGO Transition Team, Publications Committee, Council, and Publisher on important issues and as necessary or requested.
- Work directly with the Publisher on editorial and marketing initiatives intended to drive readership and citations for the Journal.

## **Term**

The Editor-in-Chief is expected to serve in this position for five (5) years.

## **Qualifications**

- In addition to being an IGCS or ESGO Member, the Editor-in-Chief must have demonstrated scholarship and recognized leadership in advancing fields relevant to IGCS/ESGO and the content areas for the Journal.
- MD or equivalent and should be actively involved in the practice of the specialty.
- Extensive authoring and editing experience in prominent, peer-reviewed scholarly journals and a proven record of accomplishment for editing and operational excellence and timeliness.
- Access to a broad network of experts working in fields relevant to the content areas of gynecologic oncology.
- Excellent organizational and interpersonal skills.
- The ability to meet the time demands of the Editor-in-Chief position.