



Council of Science Editors

The Council of Science Editors Job Description

Title: Editor-in-Chief, *Science Editor*

Reports to: CSE Board of Directors

Journal Mission and Scope

Science Editor is published quarterly in print and online by the Council of Science Editors (CSE) and publishes weekly Early Online articles. It serves as a forum for the exchange of information and ideas among professionals concerned with editing and publishing in the sciences. Articles related to peer review studies, editorial processes, publication ethics, evaluating article impact, and other items of special interest to the journal's readers are encouraged.

Editor-in-Chief Term

The Editor-in-Chief is appointed by the CSE Board of Directors and will serve an initial 4-year contract term with the opportunity for a single additional 4-year term. It is understood that the Editor-in-Chief will be and will remain a member of CSE in good standing during the term of office.

Editor-in-Chief Role

The Editor-in-Chief will be responsible for the quality, novelty, timeliness, and relevance of the content published in the journal and will have the freedom of organizing the journal's content in a fashion that, in their reasonable judgment, will be most likely to appeal to the readership. The Editor-in-Chief will also be responsible for the implementation of new initiatives based on their vision for the journal, and for the implementation of editorial policies and decisions that affect the journal's reputation. The Editor-in-Chief will also serve as a member of the Editorial Policy and Marketing committees and as an ex officio member of the Board. The position is expected to require an average of approximately 40 hours per month.

Specific responsibilities of the Editor-in-Chief include but are not limited to those outlined below:

- Develop and implement the strategic vision for the journal in conjunction with the Editorial Board.
- Facilitate a steady flow of high-quality original research and non-research article content (commentaries, educational articles, book reviews, meeting summaries) to ensure the publication of four issues per year.
- Commission articles that align with the Editor's vision for the journal and that are relevant to the journal's readership.
- Track special features or sections of the journal (e.g., book reviews, news, commentary, meeting reports).
- Maintain regular communication with Editorial Board, CSE Board of Directors, and CSE headquarters staff; serve as liaison to authors, reviewers, and journal columnists as needed.
- Arrange Editorial Board meetings and approve minutes for distribution to Editorial Board members.
- Serve as liaison to CSE committees, as appropriate.
- Supervise original research peer review via a Web-based manuscript processing system with the

- support of Managing Editor and Editorial Board members.
- Oversee revision and re-review of revised manuscripts for possible acceptance.
- Recruit Editorial Board to aid the Editor-in-Chief in carrying out the editorial direction for the journal.
- Coordinate with Managing Editor to ensure that all manuscript components are properly prepared for on-time transmittal to the typesetter and printer.

Travel and Meeting Requirements

Represent *Science Editor* at CSE's annual meeting, CSE Board of Directors meetings, and committee meetings as appropriate.

Qualifications

- Experience in an editorial or production role required.
- 7-10 years of progressively complex experience in scholarly publishing.
- Bachelor's degree required; graduate work in field related to journal preferred.
- Strong interest and knowledge of trends and future directions in scientific and scholarly publishing and editing.
- Experience with manuscript editing and reviewing.
- Experience in WordPress and Editorial Manager (or similar systems).
- Energetic and committed; keen attention to detail and excellent organizational skills; ability to create and communicate a strategic vision; strong leadership skills with a good sense of teamwork and ability to energize an editorial team; ability to communicate clearly and concisely; ability to work effectively with diverse viewpoints and approaches; ability to interact confidently but flexibly and courteously with scholarly authors and reviewers; ability to handle confidential matters responsibly; ability to work independently; strong time management skills; ability to delegate responsibility effectively.
- Strong network of connections within the scholarly publishing community to ensure adequate flow of content from thought leaders in the field.

The above statements are intended to describe the general nature and level of the work being performed by the person assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.