

Job Description and Person Specification

Scientific Committee



Post: **Editor in Chief of Eye**

Responsible to: **Chairman of the Scientific Committee**

Role summary:

Eye is the official scientific journal of The Royal College of Ophthalmologists and is published by Springer Nature. It aims to provide the practising ophthalmologist with information on the latest clinical and laboratory-based research.

Appointed by the Scientific Committee of The Royal College of Ophthalmologists, the Editor in Chief of *Eye* is delegated full responsibility for the editorial management and strategic development of the journal consistent with the College's charter and general policies. The College relies on the Editor in Chief to ensure that the content of the journal is of high quality and that the editorial review process is both timely and fair. To carry out these duties the Editor in Chief has the following authorities:

- To appoint (and to excuse as necessary) Associate Editors (AEs), the editorial board and the Editorial Assistant to carry out the editorial operations of the journal
- To make final decisions on editorial content
- To make minor adjustments to the scope of the journal in response to changes in the research community served by the journal
- To propose significant changes to the scope of the journal to the Scientific Committee in response to changes in the research community served by the journal

Term of appointment:

Initially five years, renewable subject to formal agreement for a further five years.

Duties and responsibilities

The Editor in Chief is responsible for driving the strategic direction of the journal in collaboration with the Scientific Committee of The Royal College of Ophthalmologists, the Editorial Board and Springer Nature. He/she is the figurehead of the journal and is responsible for raising the journal's profile within the ophthalmic community, and ensuring that content published meets the editorial strategy and policies of the journal..

The Editor in Chief is responsible for the content of the journal, normally making all final decisions (i.e., accept, revise, or reject) regarding the disposition of manuscripts. In addition, the Editor in Chief has the following responsibilities:

- To work with the publisher and editorial team to continue to promote the journal and develop improved ways to optimise the content, quality and speed of publishing of high quality articles at all opportunities by: this includes i) encouraging potential authors, ii)

seeking and encouraging the development of review papers, and iii) identifying and then aiding the development of special issues

- To maintain and improve the journal's standing among ophthalmic journals, measured by the impact factor
- To ensure that all Associate Editors are properly trained to perform their duties
- To monitor the performance of the Associate Editors (including acceptance and rejection rates and manuscript handling times), punctually screen their decisions and act accordingly so that the team of Associate Editors with specific expertise in areas relevant to the Journal's coverage is maintained
- To perform initial evaluation of submitted manuscripts to ensure that they are properly within the scope of the journal and meet minimum requirements for a research paper and to reject outright those which do not merit external review
- To monitor the progress of manuscripts to ensure timely processing with help from the editorial assistant
- To ensure that the review process is carried out with fairness and integrity. In particular, to ensure that procedures for exposing and managing conflicts-of-interest or misconduct are in place and adhered to
- Chair regular editorial board meetings (at least twice a year, typically at the RCOphth annual congress and at an American meeting e.g. American Academy of Ophthalmology)
- Attend at least one meeting per year of the Scientific Committee and Council of The Royal College of Ophthalmologists
- To coordinate with the editorial assistant and publications staff to ensure the smooth process of accepted manuscripts for publication
- To manage the annual page budget allocated by the publications board, and to work with Publications staff and the Board to address persistent shortages/overages
- To promote the journal among the community of authors, such as by working closely with the organisers of relevant conferences to develop and maintain a pipeline of quality submissions
- To collaborate with RCOphth staff in the development of plans and materials suitable for marketing the journal

Working relationships

- Chair of the Scientific Committee
- Head of Professional Support
- Editorial Assistant
- Publications Team at Springer Nature
- Communications Manager
- Editorial Board

Requirements

Criteria	Essential/Desirable
Medical degree and specialty training in ophthalmology to consultant / Faculty level	Essential
Research degree	Desirable
Extensive experience in medicine and research — both clinical and basic science in the field of ophthalmology as evidenced by peer reviewed publications	Essential
Past editorial experience for a comparable international scientific journal as a reviewer or editor	Essential
Member of the RCOphth	Desirable
Capacity to administer content for this monthly journal *	Essential

Training in editorial processes and the online submission/peer review system will be provided.

The Editor in Chief is entitled to expenses to cover attendance at editorial board meetings as well as an annual travel allowance to fund attendance at meetings where they promote the journal (considered on a case by case basis). A budget is provided for this activity.

*estimated time commitment – minimum 3 hours per week