

Southern Society for Clinical Investigation
American Journal of the Medical Sciences
Editor-In-Chief Search

The Southern Society for Clinical Investigation (SSCI) is seeking candidates for the position of Editor-in-Chief (EIC) of the *American Journal of Medical Sciences (AJMS)*.

Subject to SSCI Council approval, the Editor-in-Chief is responsible for assembling a team of sub-editors, selecting new editorial board members, setting the editorial scope and vision for the Journal, and overseeing the annual publication of twelve issues.

The Editor-in-Chief is appointed for a five year term, eligible for renewal for a maximum of ten years of service.

Interested candidates should submit a letter of interest, which should include a 1-2 page description of the applicant's vision to sustain and further develop the *AJMS*, general plans for directing it, as well as operational details such as location, estimation of time available, relevant experience, and a description of administrative and institutional support envisioned for the Editorial Office. Candidates must also include a curriculum vitae, a letter of institutional support and a complete list of disclosures. ***Materials must be received by September 1, 2016 at 5:00 PM EDT to be considered.***

The EIC Search Committee will select top candidates from the pool of applicants who have submitted a letter of interest and the required materials, including a letter of institutional support. These top candidates will be invited to present a full application for the position of *AJMS* Editor-in-Chief and participate in an interview with the EIC Search Committee

The EIC Search Committee will recommend a candidate to the Publications Committee, which will seek approval by the SSCI Officers and Council by November 30, 2016. The candidate selected will immediately begin working with the Editor-in-Chief and the Journal Editorial Office team to familiarize himself/herself with the function of the Editorial Office and its practices. The term of the new EIC will commence following formal membership approval by ballot at the Southern Regional Meeting in February, 2017. It is anticipated that the current EIC will play an active role in facilitating the transition to the new EIC in the first six months following the beginning of the term the new EIC.

Eligibility:

Candidates must be members in good standing with SSCI or eligible for membership in SSCI. Ideal candidates will be active in medical research and education and have experience with journal publications. A stipend is provided for the Editor-in-Chief in recognition of the time and effort involved in this position.

The selected Editor-in-Chief, during his/her tenure, must not participate on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.

Submit all materials to: Joan G. Kemp, SSCI Executive Director, at joankemp@uab.edu

Detailed Description

Qualifications, Expectations, Role, and Responsibilities

Background

The *American Journal of Medical Sciences* is the journal of the Southern Society for Clinical Investigation and focuses on the publication of high quality clinical, basic, and education research. The Journal is published twelve times per year. Peer review and overall management of the publication are performed electronically and through the *AJMS* Editorial Office. Since January 2016, the Journal is published by Elsevier.

Mission

The mission of *The American Journal of the Medical Sciences (AJMS)* is to support the exchange of knowledge and information and to publish high quality clinical, basic, and education research. As the official Journal of the Southern Society for Clinical Investigation (SSCI), an academic organization, *The AJMS* will support the academic, educational, and medical research activities of the SSCI through the exchange of knowledge, information and ideas at the Southern Regional Meetings. Through these activities, the Journal will actively support mentoring, research activities, and the scholarship of future generations of medical academicians.

Vision Statement

The American Journal of the Medical Sciences will be recognized as a premier medical journal for showcasing basic and clinical medical research and advances in medical education. *The American Journal of the Medical Sciences* is the official Journal of the Southern Society for Clinical Investigation (SSCI) and is dedicated to supporting the academic agenda of the SSCI. *The AJMS* is committed to supporting and encouraging young investigators, mentoring future generations of these investigators, and promoting their careers in academic medicine.

Qualifications

Qualifications for the Editor-in-Chief include a record of significant scholarly achievement; familiarity with the literature in the field, clinical research design, and basic concepts of statistics and ethics of research; administrative and editorial skills, including familiarity with online peer review systems; capacity for detailed and deadline-dependent work; an understanding of the national and international community of scholars and practitioners; and strong interpersonal, communication and writing skills. The Editor-in-Chief must possess the energy and vision to sustain and further develop the Journal as a leading interdisciplinary journal, delivering timely and accurate information to this and related disciplines.

Support for the Editor-in-Chief

A stipend is paid to the Editor-in-Chief in recognition of the time and effort involved in this position. This position is supported by a knowledgeable and experienced Editorial Office staff. The staff provides hands-on day-to-day editorial support and peer review management, as well as detailed reporting and analysis of submissions, turnaround times, usage, editor performance statistics, and other relevant publication data, meeting logistics, and other support. Communication between the Editor-in-Chief, the broader editorial team, and staff will be performed primarily via e-mail, the web-based peer review system, or over the phone with occasional in-person meetings at SSCI events or publishing conferences.

Responsibilities of the Editor-in-Chief

The Editor-in-Chief is expected to:

- Recruit, select, and appoint sub-editors as needed (including associate, deputy, assistant, and contributing editors, editors-at-large, editorial board members, and others), to represent the depth and breadth of research, education, and related disciplines. The Editorial Board should comprise members with high stature and respect in the community and with the technical expertise sufficient to oversee the content of submitted articles.
- Appoint and supervise a Managing Editor and other Editorial Office staff, as needed.
- Work hand-in-hand with SSCI to uphold and enhance the Journal's mission, editorial quality, rigorous ethical standards, and reputation for meaningful scholarship.
- Encourage and solicit the submission of relevant, original, high-quality manuscripts for the Journal and act as an ambassador for the Journal.
- Ensure high quality, timely and efficient peer review of at least 1,200 manuscript submissions per year.
- Maintain a database of peer reviewers as well as interacting with, guiding, and acknowledging the work of peer reviewers. Ensure that appropriate and well-defined procedures for timely review are unbiased and faithfully executed and maintain the integrity and confidentiality of authors' work while it is under evaluation for publication.
- Select articles suitable for the scope of the Journal and interest level of readers and make decisions with the advice and recommendations of other editors and peer reviewers.
- Review and make a determination regarding proposed advertising and promotional opportunities, in consultation with SSCI leadership, as appropriate.
- Aid the Editorial Office in selecting/crafting content and other information to be used in special features, reports, and marketing and promotional pieces.
- Be available and responsive to the Editorial Office routinely and as necessary to ensure that timely progress can be made on all projects, tasks, and initiatives.
- Oversee the publication process in collaboration with the Editorial Office staff, ensuring the appropriate content and quality of each issue.
- Work with the publisher to ensure timely publication of each issue.
- Define and update the aims and scope of the Journal in order to enhance its relevance and usage, in collaboration with SSCI leadership.

- Work with the Editorial Office to maintain and administer *AJMS* editorial policies and procedures and to revise them or establish new policies as appropriate, subject to SSCI Council approval, to reflect relevant changes and best practices in science, clinical practice, and scholarly medical publishing.
- Review any proposals and initiatives submitted to the Journal for suitability, applicability, and interest to *AJMS* readership.
- Respond to correspondence from authors, fellow editors, Editorial Board members, reviewers, SSCI members, readers, media outlets, and others regarding peer review and/or manuscript decisions, as needed.
- Respond to and manage incidents of error and allegations of ethical misconduct according to industry standards and best practices in scholarly publishing.
- Oversee annual Editorial Board teleconferences and meetings; keep the Editorial Board active, committed, engaged and responsive to the needs of the Journal; and report to the Editorial Board on the year's activities.
- Engage with and provide regular updates to the Publications Committee regarding the Associate Editors, the Editorial Board, objectives and metrics, publication contracts and all other business aspects of the Journal's management. Report to SSCI Council at least twice per year and/or upon request and be available and responsive to communications and requests from SSCI leaders and staff. This meeting will include an assessment by the Publications Committee of the performance of the EIC during the preceding year.
- Meet with the SSCI President and Executive Director at least once per year.
- Oversee administration of the *AJMS* and related activities and serve as a mentor to current and former incumbents.
- Participate in the selection of the annual Tinsley Harrison Award winner.
- Assist the Editorial Office and other SSCI staff with performance of required administrative functions, such as performance evaluations, budgeting, and other tasks, as necessary.