



## **Job Description EDITOR-IN-CHIEF of the European Journal of Echocardiography**

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**Term:** Maximum term is 7-years. Initial period of 3-years from 1<sup>st</sup> January 2011 to 31<sup>st</sup> December 2013, subsequently the term may be extended by twice by 2-years each time.

This job description includes a profile of the candidate for Editor-in-Chief of the European Journal of Echocardiography ("EJE"/"Journal").

The Editor-in-Chief has the editorial responsibility for the Journal and is therefore responsible for the scientific quality of the Journal.

The Editor-in-Chief will set up an Editorial Board of Associate Editors. The Editor-in-Chief will propose the Associate Editors that subsequently are appointed by the EAE Board.

In order to ensure a strong editorial board, the selected Associate Editors should be based in the same institution as the Editor-in-Chief. They should be experts in the different fields of echocardiography.

The Journal will focus mainly on echocardiography. The expertise available in the Editorial Board should cover all fields of the non invasive imaging area. The Editor-in-Chief should come from the field of echocardiography.

Together with the Associate Editors, the Editor-in-Chief will referee all papers presented for publication in the Journal. The Associate Editors will assist with the soliciting and acquisition of suitable papers for the Journal and will invite colleagues of high scientific standing to contribute to the Journal.

The Editor-in-Chief will be responsible for implementing and applying the editorial policies of the Journal as identified in the Aims and Scope, for maintaining a high level of quality in the editing process with respect to the scientific content, and for applying ethical and scientific standards of objectivity.

Within the term of the editorship, the Editor-in-Chief will enhance the impact factor of the Journal to at least the level of similar journals. The Editor-in-Chief devises a plan to improve the impact factor and will adjust the plan yearly as per the Aims and Scope of the Journal.

The Editor-in-Chief shall be responsible for selecting material for publication in the Journal, thereby setting and maintaining the high standards that are essential for a reputable international scientific journal.

The Editor-in-Chief shall also be responsible for soliciting papers, should this be necessary in order to obtain a sufficient number of papers for each of the individual issues of the Journal, aligned with the Aims, Scope and editorial policy of the Journal.

It is understood that only papers of high scientific standard, written in the English language, of a linguistically correct nature and in accordance with the Instructions to Authors, will be accepted for publication in the Journal. The Editor-in-Chief will reject, or return for revision, improvement or correction, papers to the authors that do not meet these standards. It is understood that any proposed changes in the Instructions to Authors will be subject to the prior approval of the EAE Board and the publisher. The Editor-in-Chief ensures that papers are processed in a timely manner including time for revision, proof reading and time to publication. The Editor-in-Chief will receive sufficient financial support to permit rapid turnaround of submitted papers.

The Editor-in-Chief will invite scientists of high scientific standing to contribute papers for publication in the Journal, such papers the Editor-in-Chief undertakes to referee or have refereed prior to the publication in the Journal. Upon receipt by the Editor-in-Chief of the final version of accepted papers, they must be forwarded to the publisher of the Journal.

The Editor-in-Chief shall communicate with the authors regarding receipt, acceptance, revision, improvement or rejection of the submitted papers. Papers are submitted by the authors to the Editor-in-Chief. The Editor-in-Chief will furthermore be responsible for communication with the Associate Editors and contact with the publisher.

Papers accepted by the Editor-in-Chief for publication in the Journal may be full-length research papers, review type articles, short communications, or other papers that reflect the Aims and the Scope of the Journal.

The Editor-in-Chief shall cooperate with the publisher and take such action as the publisher may request in obtaining transfer of copyright from the authors to the ESC in papers selected for publication in the Journal.

For performing his editorial activities, the Editor-in-Chief shall maintain an Editorial Office for the Journal. He will be responsible for the set up and the running of this editorial office with an annual budget agreed with the ESC/EAE and the publisher. The Editor-in-Chief reports to the Board of the EAE, who must approve the yearly plan of activities as expressed in the Aims and Scope of the Journal

The Editor-in-Chief, in selecting papers for publication, shall take all reasonable care to avoid publication of papers that contain material of a libelous or defamatory nature, or which may for other reasons infringe any right of others, or cause damage to persons or property or to the EAE/ESC's good reputation.

The Editor-in-Chief shall not act as an editor for any other scientific journal that may reasonably be considered as being in competition with the Journal.

The Editor-in-Chief shall attend the EAE Board meeting and report on the Journal's activities.