# Job Description: Editor-in-Chief

# *Canadian Journal of Physiology and Pharmacology*

The Canadian Journal of Physiology and Pharmacology reports current research in all aspects of physiology, nutrition, pharmacology, and toxicology, contributed by recognized experts and scientists. The journal publishes symposium reviews and award lectures and occasionally dedicates entire issues or portions of issues to subjects of special interest to its international readership.

The journal periodically publishes a “Made in Canada” special section that features invited review articles from internationally recognized scientists who have received some of their training in Canada.

Although the Scope of the journal is broad, the Canadian Journal of Physiology and Pharmacology does not accept papers addressing the actions of plant or other biological extracts which may contain several active molecules with potentially distinct mechanisms of action.

## Duties

The duties outlined below are ultimately the responsibility of Editors-in-Chief, no matter their level of involvement in the peer review process, and whether they are making final manuscript decisions or directing other editors to do so. Where Editorial Board members assist with different aspects of Journal functions, Co-Editors-in-Chief are responsible for ensuring that the performance and ethical standards listed here are upheld.

1. Secure high-quality Journal content.
   1. Review, update, and adhere to the Journal’s scope to attract content relevant to its research communities.
   2. Solicit papers that are:
      1. in high-interest, sought-after disciplines, using the Publisher as a resource when required to identify these areas of research; or
      2. from eminent researchers in targeted fields, using the Publisher as a resource when required to identify eminent researchers; or
      3. review articles.
   3. Solicit special issues (e.g., based on a conference or on a particular theme) in areas of high interest, bearing in mind that this vehicle should be used judiciously: too many special issues delays publication of content in regular issues.
   4. Fill the Journal page allotment as set by the Publisher annually, ensuring a reasonable flow of accepted manuscripts. A “reasonable flow” results in between 1 and 3 issues’ worth of accepted, unpublished content at any given time. For opportunities that could potentially exceed the page allotment (e.g., an important special issue), discuss with the Publisher before committing to anything.
2. Raise the Journal profile in Canada and internationally.
   1. Ensure diverse representation on the Editorial Board.
   2. Attend Journal exhibits, Journal-sponsored events, or other conferences related to the field of the Journal.
   3. Work with the Publisher to raise awareness of the Journal through various means (e.g., annual best-paper award).
   4. Build support for the Journal by developing bridges to the scientific and research communities it serves.
3. Appoint and manage an Editorial Board to assist with different aspects of Journal functions.
   1. Appoint Editorial Board members who:
      1. are high-profile, respected researchers,
      2. represent all of the disciplines and subdisciplines of the Journal, and
      3. represent a diverse cross-section of people (by age, gender, geography, language, race, seniority, sex).
   2. Communicate with the Editorial Board regularly and at Editorial Board meetings to ensure their understanding of:
      1. their duties,
      2. Journal scope and priorities,
      3. the importance of timely task completion in peer review, and
      4. ethical behaviour in scholarly publishing.
   3. Monitor and manage Editorial Board member workloads.
   4. Monitor and manage Editorial Board member performance according to:
      1. their understanding of Journal scope and priorities (as demonstrated by their peer reviews, recommendations and/or decisions),
      2. the timeliness of their task completion during peer review, and
      3. their demonstration of ethical behaviour in scholarly publishing.
   5. Renew Editorial Board membership regularly.
      1. All appointments to the board have a fixed end date, after which an editor’s term is renewed or the editor is replaced.
      2. Editors who do not fulfill their duties are replaced as required.
4. Safeguard the integrity of the peer review process, ensuring it is:
   1. Rigorous
      1. Submission and peer review are conducted using the online peer-review system.
      2. Manuscript submissions deemed appropriate for consideration are assessed by at least 2 independent referees.
   2. Timely
      1. The “reject without review” option is used for manuscript submissions that are out of scope, or so poorly written that scientific merit cannot be assessed.
      2. Editorial board members, including Editors-in-Chief, complete tasks on time, and encourages others to do the same.
      3. Manuscript submissions receive timely decisions.
   3. Unbiased
      1. Editorial board members, including Editors-in-Chief, base manuscript assessment on scientific merit, never on author affiliations, age, financial means, gender, geography, politics, race, religion, seniority, sex.
      2. Editor-authored manuscripts are delegated to an editorial colleague not associated with the work.
      3. If potential conflicts of interest arise with a particular manuscript submission, editors declare the conflicts and delegate handling of the manuscript to an editorial colleague who is not in conflict.
   4. Confidential
      1. Information about manuscript submissions is not shared with anyone outside of the peer review process.
      2. Referee anonymity is protected, i.e., referees’ names are not divulged to author(s) without the referee’s explicit consent.
      3. Data and findings from manuscripts under consideration are not misappropriated by editors.
5. Uphold the principles of ethical best practice in research and scholarly publishing:
   1. Investigate and resolve all allegations of misconduct promptly.
      1. Recruit assistance from Editorial Assistant, Peer Review Manager, Managing Editor, and Executive Editor-in-Chief, as needed.
      2. Communicate the outcomes of misconduct investigations to the relevant stakeholders (e.g., person who raised the allegation, authors, those involved in the peer review of the manuscript, author institutions, professional governing bodies).
   2. Abide by the guidelines outlined in
      1. the Publisher’s Publishing Policy,
      2. the Council of Science Editors Whitepaper on Publication Ethics (CSE; <http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/>), and
      3. the Committee on Publication Ethics core practices (COPE; <https://publicationethics.org/core-practices>) and flowcharts (<https://publicationethics.org/resources/flowcharts-new/translations>).

## Measures of effectiveness

* Reasonable flow of accepted manuscripts for publication, resulting in between 1 and 3 issues’ worth of accepted, unpublished content at any given time.
* Timely completion of own tasks in the peer-review system.
* Competitive turnaround times from submission to first decision:
  + average ≤ 7 days for reject without review, and
  + average ≤ 60 days for a decision with peer review.
* Active participation in the ongoing promotion of the Journal (e.g., promotes the Journal at Journal exhibits, Journal-sponsored events, or relevant conferences; builds awareness of the Journal through Editor’s Choice, annual awards, etc.)
* Editorial Board appointments represent
  + all disciplines and subdisciplines covered by the Journal, and
  + the multifaceted global research communities that the Journal serves (i.e., diversity principles of gender, ethnicity, demographics, geography, among others, are considered when making editorial board appointments).

**Send your letter of interest and your CV to Jim Germida, CSP’s Executive Editor-in-Chief, at** [**jim.germida@usask.ca**](mailto:jim.germida@usask.ca)**.**