JCTS Editor-in-Chief Description

Overview

The Editor-in-Chief of the *Journal of Clinical and Translational Science (JCTS)* reports to the Association of Clinical and Translational Science (ACTS) Board of Directors and is responsible for selecting and publishing the highest quality content of the Journal in the clinical and translational science field; establishing the editorial scope of the Journal and its editorial policies; overseeing peer review of manuscripts submitted to the Journal; upholding high ethical standards; maintaining effective working relationships with relevant ACTS governance groups, the ACTS staff, and the publisher; reporting regularly on the status of JCTS to the Publications Committee; and participating in the leadership of the ACTS and Clinical Research Forum (CR Forum) as an ex-officio member of the Board of Directors. JCTS is co-sponsored by CR Forum.

Specific Responsibilities of the Editor-in-Chief

- Effectively advancing ACTS strategic activities through the journal in collaboration with the ACTS Board, Executive Committee, Publications Committee, Finance Committee, and other relevant governance groups of the Association;
- Establishing the editorial scope of the Journal and its editorial policies, seeking advice from the JCTS Editorial Board, Publications Committee and the ACTS and CR Forum Boards on important matters;
- Determining the content of JCTS and publishing the most authoritative, innovative, and highest-quality research in areas of emerging importance and actively soliciting the best work being done in those areas;
- Supervising the work of and collaborating with the JCTS Deputy Editors, Senior Editors, Associate Editors, and Editorial Board, including overseeing the peer review process for manuscripts submitted to JCTS while preserving the confidentiality of the process;
- Maintaining records and preparing and providing formal reports to the Publications Committee and Boards on the Journal's editorial operations, including details such as number of and disposition of manuscripts received, intervals from submission to first decision and acceptance to publication, length of the review cycle, and other appropriate information;
- Working with the ACTS staff and the ACTS publisher in all aspects of producing the JCTS, including the annual expense budget developed in conjunction with the ACTS staff;
- Consulting and making recommendations to the Publications Committee regarding the organization, structure, and membership of the JCTS's editorial board, and about editorial policies and procedures;
- Attending and participating in the annual ACTS Translational Science meeting and facilitating an annual meeting of the JCTS Editorial Board for the purpose of reporting on and discussing the Journal's editorial activities and strategic activities

Qualifications

Earned PhD, DDS, DVM, MD or equivalent degree, broad-based background in the clinical and translational science field, a distinguished research and publication record, high standing among peers, substantive experience with journal editorial processes, outstanding English-language oral and writing skills, and no major conflicts-of-interest. The Editor-in-Chief must be able to devote up to 10 hours per week to JCTS responsibilities. Suitable internet access is required. The Editor-in-Chief will ordinarily be a very highly distinguished doctoral-level researcher with a well-established position at an academic/research institution.

The Editor-in-Chief will have staff support from both the publisher and ACTS. Candidates for the position may be located in any state or US Territory.