



## Undersea & Hyperbaric Medical Society

Job Title: UHM Editor in Chief	Job Code: N/A
Department: Publications	Job Grade: N/A
Revision Date: 6/16/15	Fair Labor Standards Act (FLSA): N/A - Contractor
<b>CLOSING DATE: OCTOBER 15, 2015</b>	

### Position Overview

The Editor-in-Chief of the journal *Undersea and Hyperbaric Medicine* is an important position within the Undersea and Hyperbaric Medical Society. The Editor-in-Chief is the principal architect of the scientific content of the Journal and oversees its quality. The EIC must be active in soliciting the best science from the best scientists to be published in the journal. Working with the other editors and UHMS staff, the EIC is the arbiter of the content of the journal. The position is appointed by the UHMS Board of Directors, with input from the Publications Committee and any ad hoc committee that might be appointed to assist in an Editor search.

### Qualifications

- The Editor-in Chief must possess a general scientific knowledge of the fields covered in the journal and be skilled in the arts of writing, editing, reviewing, critical assessment, negotiation and diplomacy.
- Must have the technical capacity to work in a fully electronic environment.
- Editing experience in publishing or journalism, with ability to quickly edit articles for content, grammar, and style is desirable.
- Experience in conducting and writing research, sufficient to enable the individual to solicit and select research that will result in a high-quality publication that addresses the diverse interest of the readership
- Dynamic, self-motivated individual
- Ability to delegate
- Strong organizational skills
- Ability to set and meet firm deadlines
- Strong interpersonal skills and the ability to work in a team environment
- Membership in UHMS

### Duties and Responsibilities

- Set the scope and tone of the journal both textually and visually.
- The Editor-in-Chief ensures that the journal publishes original, important, well-documented, peer-reviewed articles on a diverse range of scientific topics of interest to the readership.



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- The Editor-in-Chief has authority for determining the editorial content within the defined scope of the journal. However, the editor must at all times remain cognizant of maintaining the reputation of hyperbaric medicine as a legitimate, evidence-based, medical subspecialty. It would therefore be expected that publications of commentary or studies on new or controversial indications for hyperbaric oxygen would be held to very high standards of rational interpretation and academic discourse.
- The Editor-In-Chief will work to ensure that editorial commentary and journal content are either broadly reflective of any relevant UHMS policies or publications or, where conflict with such policy or publications might be perceived, that high standards of evidence and peer review are applied.
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### The Editor-in-Chief establishes policies for:

- Submission of manuscripts and criteria for authorship/contributors
  - Processes for peer review, evaluation of decisions regarding publication, and methods for reconsideration of rejected manuscripts
  - Identification and selection of theme issues and supplements
  - Conflict of interest and disclosure
  - Handling allegations and findings of scientific misbehavior and misconduct
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- Oversee the refereeing process. Peruse manuscripts and reject papers that are clearly outside of the scope of the journal. Work with the Managing Editor to send manuscripts within the scope to at least two reviewers.
  - Correspond in a timely manner with all contributors regarding acceptance, rewriting, or rejection of manuscripts.
  - When appropriate, the Editor-in-Chief receives, reviews and acts on complaints from those involved in the publication process.
  - Works with the Managing Editor to prepare each issue for publication by planning the table of contents, identifying heads and subheads, providing tables, charts, etc.
  - Develops new features in the journal that will increase its appeal to UHMS members and other readers.
  - The Editor-in-Chief reports to the UHMS Board of Directors.
  - The Editor-in-Chief provides the Undersea and Hyperbaric Medical Society Board of Directors a biannual report on the journal's activities.
  - The Editor-in-Chief maintains close communications and coordination with the Managing Editor, the UHMS Publication Committee Chairman and the Executive Director.



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- The Editor-in-Chief presides over the annual meeting of the UHM Editorial Board at the UHMS Annual Scientific Meeting.
- The Editor-in-Chief promotes the journal in the scientific and academic communities (national and international).
- The Editor-in-Chief participates in partnerships or networks with the editors-in-chief of other scientific publications.
- The Editor-in-Chief possesses the ability and willingness to work with international colleagues including submissions in fractured English.
- Maintain the highest ethical standards at all times and avoid situations that could lead to a conflict of interest.
- Answer questions and inquiries about the journal.

### Term & Remuneration

Extending for a period of one year, the appointment carries the possibility for annual renewal.

An honorarium of \$3,000 per issue (6 per year) plus \$2,000 in travel support to attend the meeting of the UHM Editorial Board, held at the UHMS Annual Scientific Meeting.

### Other Skills/Abilities

- Prepares correspondence and other documents, as required
- Provides reports as required in areas of responsibility

This job description is intended to describe the general nature and level of working being performed by the person assigned to this position. Major duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to his position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.