

## JOB DESCRIPTION

Job Title:	<b>Editor in Chief – SLEEP Open</b>
Accountable to:	Sleep Research Society Board of Directors
Responsible for:	Associate Editors and Editorial Board
Appointment:	Contracted 5-year term. The first 12 months is a probationary period.
Remuneration:	\$20,000/year

### Overview of the Journal

*SLEEP Open* is a Gold Open Access companion journal to *SLEEP*. It will publish original research articles, commentaries, and review papers in sleep and circadian science across the basic, translational, and clinical research spectrum.

*SLEEP Open* will publish articles that use a wide variety of scientific approaches and address a broad range of topics. These may include, but are not limited to:

- Basic and neuroscience studies of sleep and circadian mechanisms
- In vitro and animal models of sleep, circadian rhythms, and human disorders
- Pre-clinical human investigations, physiology, including the measurement and manipulation of sleep and circadian rhythms
- Clinical trials, epidemiology studies, implementation, and dissemination research

### Overview of the Opportunity

*SLEEP Open* will be launching as a new open-access journal in 2019 and seeks an Editor-in-Chief who can build the Journal's scientific reputation and establish it as a high quality venue for publication. The Editor-in-Chief will have a unique opportunity to help craft the aims, scope and direction of the journal to maximise its impact on the field and in the marketplace.

The Editor-in-Chief role will be hands-on, with the EiC processing the papers personally. Administrative support will be provided by a professional Editorial Office. The Editor-in-Chief may delegate a proportion of submissions to appropriate Associate Editors if that is how they wish to structure the editorial team. There is scope to review the editorial office arrangements; however the EiC should remain as a key driver for the direction and quality of the journal.

### Purpose of the Role

The Editor-in-Chief should recognize that the Journal will be launching into an extremely competitive environment and that authors have many choices to submit their best manuscripts; in that respect, the

Editor-in-Chief will at all times act as a true ambassador for the Journal in all scenarios. They will represent the Journal, working with the Publisher and the wider editorial team, to raise its profile and encourage high-quality submissions that support the Journal's mission.

## **Responsibilities**

### **Editor-in-Chief's responsibilities**

- The Editor-in-Chief is responsible for ensuring that content of the Journal is accurate, credible, authoritative, relevant to the Journal's scope and mission, readable, and comprehensible. The Editor-in-Chief is responsible for setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct. The SRS recognizes and respects the editorial freedom of the Editor-in-Chief, based on both authority and autonomy.
- The Editor-in-Chief shall recognize that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest. The Editor-in-Chief shall strive to advance the reporting of science in ways that ensure the highest standards of reliability, accessibility, openness, and integrity of the scientific enterprise. The Editor-in-Chief shall promote the broader ethical and communal interests of science in the public domain.
- The Editor-in-Chief is responsible for selecting manuscripts that are of interest to the sleep research community and are scientifically sound. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. Published manuscripts are expected to be logically consistent, and to refer appropriately to previous work.
- The Editor-in-Chief is responsible for soliciting manuscripts.
- The Editor-in-Chief is expected to utilize the expertise of the editorial board, other peer reviewers, and editorial staff in critiquing and selecting manuscripts for publication – this remit also extends to proactively commissioning submissions. The Editor-in-Chief may delegate manuscript selection to Associate Editors or other members of the Editorial team. However, the Editor-in-Chief remains the final arbiter for all material published in the Journal.
- The Editor-in-Chief will ensure that peer review and other related publication assignments are undertaken by qualified specialists, and that these specialists disclose relevant conflicts of interest as part of the regular review process.
- The Editor-in-Chief is responsible for clearly defining and implementing the Journal's ethical standards. The Editor-in-Chief is not responsible for investigating, judging, or punishing the author for ethical lapses, other than deciding if authors should be barred from submission to the Journal when academic misconduct has been documented. Additionally, the Editor-in-Chief is responsible for informing readers and secondary services of work formally found to be plagiarized, fabricated, or falsified.

- The Editor-in-Chief will work closely and in partnership with the Editor-in-Chief of *SLEEP*, to ensure that both journals mutually support each other and the vision of the Sleep Research Society, and to develop editorial policies for expedited review of manuscripts rejected for publication by *SLEEP* but judged to have sufficient scientific merit to consider publication in *SLEEP Open*.
- The Editor-in-Chief is responsible for establishing procedures to help maintain journal quality, identify errors and problems, detect trends that reflect deterioration in quality, and implement corrective actions as needed. The Editor-in-Chief shall monitor the number and types of errors that appear in their journal.
- The Editor-in-Chief is responsible for monitoring editorial processing and production timelines (turn-around times for every stage from manuscript receipt to publication). This shall include monitoring acceptance and rejection rates of specific types of manuscripts, managing the inventory of accepted manuscripts, tracking reviewer performance, and assessing staffing needs.
- The Editor-in-Chief will act professionally, without prejudice or conflict of interest. The Editor-in-Chief will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications.
- The Editor-in-Chief will not disclose confidential information unless authorized by the source of that information, or there are allegations of misconduct that require access to that confidential information for proper investigation, or the Editor-in-Chief is required by law to disclose that information.
- The Editor-in-Chief shall refrain from using confidential information for personal gain, and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.

**The Editor-in-Chief has the following responsibilities to authors:**

- Treating authors with fairness, courtesy, objectivity, and honesty.
- Rendering timely decisions and responses to authors' queries.
- Protecting the integrity and privileged nature of every author's work.
- Describing a process for author appeals.
- Describing a process for responding to allegations of misconduct by authors.
- Providing guides for preparing and submitting manuscripts.
- Selecting appropriate and knowledgeable peers to review each paper sent out for review, and guiding the peer review process.
- Providing standards for peer reviewers, including maintaining confidentiality of manuscripts, setting appropriate deadlines, and supplying references to document their criticisms of the paper's shortcomings.
- Monitoring and ensuring the fairness, timeliness, thoroughness, and civility of peer review editorial processes.

**The Editor-in-Chief has the following responsibilities to readers:**

- Maintaining the quality of the journal's content by ensuring that each article provides the evidence readers need to evaluate the authors' conclusions so readers can trust what is printed.
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper; this may involve signatures of only the corresponding author, or all authors.
- Maintaining the journal's internal integrity
- Disclosing relevant conflicts of interest in all published manuscripts.
- Identifying the role of individual authors in all published manuscripts.
- Distinguishing objective peer-reviewed research and reviews from opinion, and editorial content from advertising and other promotional content.

**The Editor-in-Chief has the following responsibilities to peer reviewers:**

- Assigning papers for review appropriate to the reviewers' area of interest and expertise. Allowing reviewers appropriate time to complete their reviews.
- Providing reviewers written explicit instructions regarding the journal's expectations for the content, quality, and timeliness of their reviews
- Finding ways to recognize the contribution of reviewers, for example, by providing letters that might be used in applications for academic promotion, etc.

**PERSON SPECIFICATION****Essential Criteria**

1. An excellent scientific track record in sleep research and its underlying sciences, with a strong record of publication.
2. Quality experience in managing or conducting research of international quality.
3. An international network amongst researchers.
4. Good written and verbal communication skills in English.

**Desirable Criteria**

5. A record of contributing to the review and editing of published material in the field.