

## **JOB DESCRIPTION**

Job Title:	<b>Editor in Chief – <i>SLEEP Advances</i></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:	\$15,000/year

### **Overview of the Journal**

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

*SLEEP Advances* publishes 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
- Epidemiology studies, implementation, and dissemination research

### **Overview of the Opportunity**

*SLEEP Advances* is an open-access journal that began in 2019 and seeks an Editor-in-Chief who can continue to improve the Journal's scientific reputation and solidify it as a high quality venue for publication. The Editor-in-Chief will have the opportunity to provide input on 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 Editor-in-Chief reviewing and delegating the papers to an established team of Associate Editors as appropriate. Administrative support will be provided by a professional Editorial Office. The Editor-in-Chief has the ability to review and tweak the editorial office arrangements, however, the Editor-in-Chief 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 is in 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 goal to disseminate timely developments and advances that reflect the diversity of sleep and circadian science and to offer quick, objective, and straightforward peer review.

## **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 reviewing and communicating Journal policies. The SRS recognizes and respects the editorial freedom of the Editor-in-Chief.
- The Editor-in-Chief is responsible for proactively soliciting and commissioning manuscripts.
- The Editor-in-Chief is expected to maintain the appropriate expertise and professionalism on the associate editor roster and editorial board. The Editor-in-Chief may appoint or retire members as necessary.
- The Editor-in-Chief will delegate their editorial responsibility in cases of conflicts of interest.
- The Editor-in-Chief is ultimately responsible for submitted manuscripts until final determination. This includes monitoring editorial processing, and journal production metrics.
- The Editor-in-Chief is responsible for clearly defining and implementing the Journal's ethical standards.
- The Editor-in-Chief will work in partnership with the Editor-in-Chief of *SLEEP*, to oversee the editorial policies for expedited review of manuscripts rejected for publication by *SLEEP* but judged to have sufficient scientific merit to consider publication in *SLEEP Advances*.

### **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 and circadian 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**

1. A record of contributing to the review and editing of published material in the field.
2. Familiarity with ScholarOne.