

## **JOB DESCRIPTION**

Job Title: **Editor-in-Chief – *SLEEP***

Accountable to: Sleep Research Society Board of Directors

Responsible for: Deputy Editors-in-Chief, Associate Editors, and Editorial Board

Appointment: Contracted 5-year term. The first 12 months is a probationary period.

Stipend: As appropriate; position requires an estimated 30–40% of full-time effort.

### **Overview of the Journal**

*SLEEP* is a peer-reviewed, international journal of sleep and circadian science, and is the official publication of the Sleep Research Society. It publishes original research, targeted scholarly reviews, and commentaries that use a wide variety of scientific approaches and address a broad range of topics in sleep and circadian science and medicine. *SLEEP* has an impact factor of 4.9 and a 5-year impact factor of 5.4.

*SLEEP* 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
- Studies in clinical or population samples. These may address factors influencing sleep and circadian rhythms (e.g., development and aging, and social and environmental influences) and relationships between sleep, circadian rhythms, health, and disease
- Clinical trials, epidemiology studies, implementation, and dissemination research

### **Overview of the Opportunity**

The Editor-in-Chief is appointed by the SRS Board of Directors to provide practical management of the journal. The term of appointment of the Editor-in-Chief is five (5) years and is renewable for a second term. The Editor in Chief will devote 30% - 40% of total work time to these editorial duties. The Editor-in-Chief designate will be required to transition with the current Editor-in-Chief for approximately six months leading up to official appointment.

## **Responsibilities**

### **The Editor-in-Chief will:**

- Need to be a visionary team leader who will provide the vision and leadership that will ensure *SLEEP* is the pre-eminent journal in the field. 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.
- Work collegially with the SRS Executive Director, SRS Board of Directors, and Oxford University Press publisher and support staff. Report regularly to the Board of Directors and submit yearly strategy plans.
- Be 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.
- Select and supervise Deputy Editors-in-Chief, Associate Editors, and Editorial Board. Monitor the performance of the editorial team, provide relevant professional development opportunities for new and/or early career Associate Editors and Editorial Board members, and make changes as necessary.
- 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 Deputy Editors-in-Chief, 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 and gives final approval for which manuscripts are to be published in each issue.
- 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.
- Be 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.
- Work closely and in partnership with the Editor-in-Chief of *SLEEP Advances*, 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 Advances*.

- Be 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.
- 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.
- 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.
- 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.
- Mentor the new Editor-in-Chief designate during the last year of the Editor's term.
- Be expected to attend the SRS's annual meeting.

**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 to reviewers whose expertise and interests align with the subject matter.
- Allowing reviewers appropriate time to complete their reviews.
- Providing reviewers with clear, written guidance on the journal's expectations regarding review content, quality of constructive and critical feedback, professionalism, civility, respect, and timeliness.
- Identifying and implementing opportunities for mentorship and professional development for incoming and/or early-career Associate Editors and Editorial Board members.
- Finding ways to recognize the contribution of reviewers, for example, by providing letters that might be used in applications for academic promotion, etc.

**QUALIFICATIONS**

- Have an MD, DO, or PhD degree (or the equivalent)
- Be a recognized expert in the fields of sleep and/or circadian science, or sleep medicine, as evidenced by reputation and publications, and current active research program
- Have a record of contributing to the review and editing of published material in the field
- Have an international perspective on sleep and/or circadian science
- Have a record of mentoring trainees and other early career professionals in sleep and/or circadian science
- Have excellent leadership and team management skills
- Have good written and verbal communication skills in English
- Have practical management skills
- Have adequate time flexibility to take on the responsibilities of Editor-in-Chief