

# Editor-In-Chief

## Position Description

**Overview:** The Editor-in-Chief is the principal architect of the scientific content of the journal. The EIC is an active scientist, well-known and well-regarded in his/her discipline. 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 AGU staff, the EIC is the arbiter of the content of the journal. Among other functions, the EIC is responsible for:

**Act as an ambassador to the author/editor/reviewer/scientist community.** The EIC will be the public voice of the journal and will exercise that voice through appearances on behalf of the journal, through editorials in the journal, and through interactions with scientists and the public. The EIC will

- actively promote the journal to the relevant community
- actively solicit manuscripts from leading practitioners in order to facilitate the publication of breakthrough and innovative science
- will work with AGU staff, the other journal editors and AGU members to extend the reputation of the journal
- participate in panels or other public discussions in their role as EIC
- work in conjunction with AGU staff to create marketing objectives (from which AGU staff will develop and execute a plan which AGU staff will execute) to attract authors and help the library community (our customers) realize the value of the journal.

**Set the strategy for the journal.** The EIC monitors the competition and assures that AGU journal is current state of the art in terms of science and works with staff to initiate new features, new article types and original editorial content. The EIC works in collaboration with AGU staff and journal Editors to set short- and long-term goals, objectives, and strategies for the journal. Typical items to be examined include nature and scope of the journal, features and enhancements, changes in the author community, time to decision, enhancements to the electronic versions, and enhancements to the journal website. The EIC will present major proposed changes to the publications committee for discussion and approval.

**Lead the editor selection process.** The EIC must work with Editors and Editorial Advisory Board and provide direction and review for the Editors. The EIC will obtain advice where needed to create a sufficient pool of candidates for open positions and may choose to include sitting Editors as consultants in creating the pool or as candidates. The EIC may also include sitting Editors as interviewers. Once the

selection is made, AGU staff will conduct a final interview and background check to validate credentials, and offer a contract according to AGU policy.

**Assign and balance review work load.** The EIC will work with AGU staff and the GEMS system (or its equivalent) to assign manuscripts to editors with the appropriate expertise. The EIC will monitor the workload of the editors to ensure an equitable distribution of manuscripts. The EIC will be a source of rejections without review; but other Editors will also have that option especially for manuscripts not in the EIC's field of expertise. The EIC will have responsibility for manuscripts in his area of expertise. The EIC will ensure that editors understand the need to balance fast turnaround with thorough and accurate peer review and will work with editors to achieve those objectives.

**Decisions of ethics.** The EIC upholds the ethics and conflict of interest policies of the AGU and works with the other editors to resolve questions of ethics in publishing in the journal. Ethical violations may involve, but are not limited to, copyright violations, republishing, plagiarizing (including self-plagiarizing), falsification of data or results, misattribution of authors, or misattribution of citations. The EIC, in consultation with AGU staff, will determine whether violations are of a sufficiently serious nature to be forwarded to the appropriate AGU body for investigation under the Union's Misconduct in Science procedures.

**Review and contribute to periodic monitoring reports.** The EIC will respond to a questionnaire containing information prepared by AGU staff and will report to the Publications Committee on the state of the journal. The report will include such metrics as usage, articles published, rejection rate, ISI impact factor, and other quantitative and qualitative measures as the EIC deems appropriate. AGU staff will supply information regarding revenue from all sources and marketing and selling efforts. The monitoring report will be delivered to the committee during the second year of the first term of the EIC and once every four years thereafter.

**Conduct and attend meetings.** The EIC will conduct an annual meeting of the editors of the journal. AGU staff will attend the meeting and provide information about the journal similar to the information necessary for a monitoring report, but on a more compressed scale. The editors will discuss the direction of the journal, ideas for improvement, technology and other innovations, and make recommendations for creating a positive impact on all facets of the journal. The EIC will attend an annual meeting of all the EICs conducted by staff, with objectives similar to the journal meetings, but on a program-wide basis.

## **Characteristics of Effective Editors**

- High personal/scientific standards
- Highly respected for his/her science
- Active in research
- Previous editorial experience, especially in a decision-making capacity
- Wide knowledge of subject and those working in it
- Liked and highly respected among peers, including international community
- Enthusiastic
- Energetic and committed
- Excels in interpersonal communications
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills
- Strong leader, good sense of teamwork
- Ability to work effectively with diverse viewpoints and approaches
- Effectively delegates responsibility
- Respects confidential information
- Cooperative and open-minded
- Effectively resolves misunderstandings
- Firm decision-maker
- Promptly and effectively follows through
- Explores and embraces innovative technologies
- Effective partner with AGU staff and colleagues