

Journal of Clinical and Translational Science
Editor-in-Chief Position Description



Overview

The Editor-in-Chief of the *Journal of Clinical and Translational Science (JCTS)* reports to the ACTS Board of Directors and is responsible for selecting and publishing the highest quality content of the Journal in the clinical and translational science field; establishing the editorial scope of the Journal and its editorial policies; overseeing peer review of manuscripts submitted to the Journal; upholding high ethical standards; maintaining effective working relationships with relevant ACTS governance groups, the ACTS staff, and the publisher; reporting regularly on the status of *JCTS* to the Publications Committee and ACTS Board of Directors; and participating in the leadership of the ACTS as an ex-officio member of the Board and Publication Committee. *JCTS* is co-sponsored by the Clinical Research Forum.

Mission

The mission of *JCTS* is to provide a forum for disseminating advances in clinical and translational science. *JCTS* publishes high-quality articles on research that spans the translational continuum as well as education research that informs the development of the translational science workforce. Of interest are investigations into how to best develop processes and people that translate discoveries into improved health.

Specific Responsibilities of the Editor-in-Chief

The Editor-in-Chief's responsibilities include:

- Effectively advancing ACTS strategic activities through the journal in collaboration with the ACTS Board, Executive Committee, Publications Committee, Finance Committee, and other relevant governance groups of the Society;
- Serving as an ex-officio member of the ACTS Board and Publications Committee;
- Developing and implementing a strategic vision and goals for the Journal, with input from the ACTS Publications Committee and Board, and recommending to the Publications Committee and Board, at timely intervals, new directions in light of developments in basic translational research, clinical research, education, population health, research design, and scholarly journal publishing;
- Establishing the editorial scope of the Journal and its editorial policies, seeking advice from the *JCTS* Editorial Board, ACTS Publications Committee and the ACTS Board on important matters;
- Determining the content of *JCTS* and publishing the most authoritative, innovative, and highest-quality research;
- Identifying areas of emerging importance and actively soliciting the best work being done in those areas;
- Overseeing the peer review process for manuscripts submitted to *JCTS* while preserving the confidentiality of the process;
- Supervising the work of and collaborating with the *JCTS* Deputy Editors, Senior Editors, Associate

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Editors, and Editorial Board;

- Approving scientific content to be included in each Journal issue;
- Maintaining records and preparing and providing formal reports to the Publications Committee and Board on the Journal's editorial operations, including details such as number of and disposition of manuscripts received, intervals from submission to first decision and acceptance to publication, length of the review cycle, and other appropriate information;
- Working cooperatively with the ACTS staff and the ACTS publisher in all aspects of producing the *JCTS*, including the annual expense budget developed in conjunction with the ACTS staff and the determination of the publication schedule and format for the content of each issue;
- Consulting with and making recommendations to the ACTS Publications Committee regarding the organization, structure, and membership of the *JCTS*'s editorial board, and about editorial policies and procedures;
- Attending and participating in the ACTS-sponsored annual Translational Science meeting;
- Organizing and facilitating an annual meeting of the *JCTS* Editorial Board for the purpose of reporting on and discussing the Journal's editorial activities and strategic activities;
- Complying with the ACTS requirements regarding conflict of interest reporting and engagement in activities other than serving as Editor-in-Chief;
- Collaborating with the ACTS staff to develop and adhere to an annual expense budget for *JCTS*;
- Consulting the ACTS Executive Committee about actions that may incur expenses outside the approved budget for *JCTS* or ACTS.

Qualifications

Earned PhD, DDS, DVM, MD or equivalent degree, broad-based background in the clinical and translational science field, a distinguished research and publication record, high standing among peers, substantive experience with journal editorial processes, outstanding English-language oral and writing skills, and no major conflicts-of-interest. The Editor-in-Chief must be able to devote up to 10 hours per week to *JCTS* responsibilities. Suitable Internet access is required. The Editor-in-Chief will ordinarily be a very highly distinguished doctoral-level researcher with a well-established position at an academic/research institution.

The Editor-in-Chief will have staff support from both the publisher and the ACTS. Candidates for the position may be located in any state or US Territory.