



## **Academic Emergency Medicine Journal**

### **Editor-in-Chief Position Description**

#### **Strategy**

The Editor-in-Chief will/is expected to:

1. Work with the Society for Academic Emergency Medicine (SAEM), Publisher, and Editorial Board to plan a strategy for the development of the Journal.
2. Ensure that the Journal fulfills its aims, grows in output, and remains useful and relevant to its users and the specialty by following trends in the subject area.
3. Establish and recruit an engaged Editorial Board to include Deputy Editors and Associate Editors who represent the range of research areas featured in the journal, have strong records of published research in scholarly journals, and have experience reviewing manuscripts.
4. Strive to maintain a diverse Editorial Board by tracking and comparing data results to that of reported AAMC data on underrepresented in medicine percentages.
5. Communicate regularly with the Editorial Board, SAEM, and the Publisher concerning the development and strategy of the Journal, submissions, and promotions.
6. Act as an ambassador for the Journal within and outside the emergency medicine community to foster and leverage collaborative opportunities, through work with the Publisher as well as engagement with the scientific community.
7. Lead the Journal through ongoing changes in the publishing landscape, particularly open access, open research and artificial intelligence.

#### **Editorial**

The Editor-in-Chief will/is expected to:

1. Establish the scope of the Journal's content consistent with the educational and research mission of SAEM and the Journal's mission and goals.
2. Actively commission high quality contributions to the Journal on key topical issues.
3. Publish clearly presented and accessible scholarship.

4. Create an effective and efficient constructive peer review process by qualified reviewers that maintains the highest standards of scientific rigor.
5. Use an online editorial management system to liaise with authors; accept or reject manuscripts; and request revision in response to referees' reports and editorial comments.
6. Communicate regularly with the Editorial Office and Editorial Board about the submission, peer review, and decision-making processes and the flow of submitted papers.
7. Provide to the Publisher accepted manuscripts in accordance with the established production schedule and balance as to subject matter within the established scope of the journal.
8. Establish, with the Publisher matters of style, article format, instructions to authors, promotional materials, journal design, layout, and advertising.
9. Lead and coordinate the Editorial Team, ensuring the standards and direction of the journal.
10. Govern the Editorial Board and establish principles of authority, delegation of responsibility, and allocation of funding, appointing new Editorial Board members when necessary.
11. Provide leadership and commentary on the field through curating issues of the Journal, including special issues, themed issues, and virtual issues, writing or commissioning appropriate journal editorials, and through the appropriate use of social media.
12. Advise the SAEM Board of Directors and Publisher of potential medicolegal and ethical concerns regarding the journal.
13. Provide periodic reports on the progress of the journal and accounting of editorial expenses to the SAEM Board of Directors, as well as an annual report on the progress of the journal for the Society membership.
14. Maintain a collaborative relationship with the SAEM Board of Directors to support the mission, vision, and goals of the journal.

## Qualities Sought and Selection Criteria

The Editor-in-Chief will be expected to bring the following characteristics to the position:

### Experience

- Wide interests, influence, and knowledge across the field of emergency medicine
- Strong record of personal research initiative, expertise and high-level performance
- Astute editorial judgment and a track record in the evaluation of research publications
- Proven capability in leadership and effective enterprise in the field
- Significant, successful editorial experience

### Vision

- Endorsement of the broad remit and goals laid out in the Journal's Aims and Scope
- Innovation in editorial initiatives and developments such as special issues, sections, new article formats, Open Research initiatives, as well as measures to expand the internationality of the Editorial board/authorship, and implement growth of the annual number of published articles

- Strong commitment to open and even-handed treatment of all areas of relevant research and approaches, broadly conceived
- Innovation in the landscape of dissemination and reader engagement

### **Proficiency**

- Excellent management and administrative skills
- Time management skills including the ability to meet continual deadlines
- Ability to position the Journal within the rapidly changing publishing environment, especially regarding the fast-developing open access and open research landscape
- Strong understanding of both qualitative and quantitative research as well as research methods, ethics, and publication
- Effective communication, both written and verbal, and team management skills

### **Relationships**

- Ability to lead and coordinate a collaborative editorial team scattered across different locations
- Ability to maintain a wide existing network of international contacts in the field
- Ability to maintain ongoing relationships with an extensive constituency of researchers
- Ability to work effectively with SAEM Board of Directors and the Publisher to advance the Journal

### **Commitment**

- Capacity to make a significant time allocation to the operation and development of the Journal
- Commitment to a minimum of one 5-year editorship term (second 5-year term possible, with maximum of 10 years in the position.)

### **Diversity, Equity & Inclusion Statement**

As a signatory to the [Joint Commitment for Action on Inclusion and Diversity in Publishing](#), which aims to drive positive change within scholarly publishing, Wiley is committed to implementing sustainable and positive change to advance diversity, equity, and inclusion through the editorial processes and policies of its publications. This includes encouraging diversity, equity, and inclusivity within our editorial teams, reviewers, and authors as appropriate and consistent with local regulations. Our publications do not tolerate harassment or discrimination against an individual on the grounds of age, ancestry, color, religious creed, physical or mental disability, marital status, medical condition, genetic information, military and veteran status, national origin, race, sex, gender, gender identity, gender expression, sexual identity, sexual orientation, political affiliation, or any other category protected by law.