

POSITION DESCRIPTION: JDMS EDITOR-IN-CHIEF

POSITION TITLE

Journal of Diagnostic Medical Sonography (JDMS) Editor-In-Chief (EIC)

POSITION CLASSIFICATION

Independent Contractor: The EIC is an appointed, volunteer position serving as an independent contractor to the Society of Diagnostic Medical Sonography (SDMS). In recognition of the time requirements of the position, the EIC receives an editorial honorarium in addition to an annual technology stipend which may also be offered to support the EIC in carrying out their obligations. The EIC is not an employee of the SDMS and is not covered by the provisions of any employee plan or program.

POSITION SUMMARY

The EIC manages the editorial content of the JDMS to meet quality and content objectives, including compliance with applicable state, federal and international laws. They supervise the overall identity, marketing, and publication process of the JDMS and recommend changes to JDMS policies in keeping with industry best practices. In addition, the EIC oversees the JDMS Associate Editors, Editorial Assistant (if applicable), Editorial Board, and Reviewers in soliciting, submitting, reviewing, and rendering decisions on manuscripts for publication.

POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Essential functions/responsibilities of the EIC include, but are not limited to:

- Manage editorial content to meet the SDMS and JDMS quality and content objectives, including compliance with all applicable state, federal, and international laws, such as the U.S. Copyright Act, Health Insurance Portability and Accountability Act, etc.;
- Assign manuscript submissions to Associate Editors and ensure deadlines are being met;
- Review editorial submissions and perform as needed:
 - Identify substantive/structural edits including clarification or reorganization of manuscript content;
 - Follow up and negotiate suggested changes with authors;
 - Clarify meaning, polish language, and other non-mechanical line-by-line edits;

- Copyedit for grammar, usage, spelling, punctuation, and other mechanics of style;
 - Identify potential instances of intellectual property theft or plagiarism.
- Meet all JDMS production schedule deadlines;
- Delegate appropriate editing and oversight tasks to Associate Editors and Editorial Assistant (if applicable);
- Be familiar with JDMS publishing systems and processes and making suggestions for improvement;
- Ensure industry key performance indicators are identified and help to drive toward continuous improvement and gauge the reputation of JDMS within the industry;
- Prepare a bi-annual *JDMS Editor's Report* for the spring and fall SDMS Board of Directors meeting. The report, at minimum, will include:
 - Manuscript time to first decision (days)
 - Allotted pages used per volume/issue (percent)
 - Content diversity reflective of the JDMS readership (may be in specialty areas, work setting/practice environment, geography, or education level); and
 - Number of manuscript submissions received annually.
- Promote scholarly research and publication by encouraging colleagues and contacts to submit articles, and through participation as faculty in the SDMS Sonography Research Institute, SDMS webinars, SDMS Annual Conference, or other educational activities;
- Raise awareness about the JDMS within the healthcare profession, with academic institutions and other appropriate organizations, and vendors;
- Keep the Editorial Board advised of current research activities and future advances in the field and suggest possible future topics for calls for papers;
- Conduct or participate in necessary meetings relating to the JDMS and SDMS, including JDMS Publisher meetings, JDMS or SDMS strategic planning meetings, Associate Editor meetings, and Editorial Board meetings (in person or by teleconference);
- Ensure the JDMS Strategic Plan and associated goals are cohesive with the SDMS Strategic Plan goals;
- Suggest names of suitable Associate Editors, Editorial Board Members, Reviewers, and Guest Editor candidates;
- Supervise and mentor Associate Editors, Editorial Assistant (if applicable), Editorial Board Members, Authors, and Reviewers, and ensure compliance with their respective responsibilities;
- Conduct Author and Reviewer training as requested;

- Uphold SDMS customer service standards and provide prompt response to JDMS inquiries personally or through delegation;
- Represent the JDMS, either personally or through delegation, at selected meetings within the medical community if requested;
- Maintain open and frequent dialogue with the SDMS Board, SDMS staff, and JDMS publisher; and
- Coordinate JDMS activities with SDMS Editorial Staff and immediately bring significant issues to the staff's attention; and
- Ensure the JDMS policies and processes are consistent with the *SDMS Board Policy: Diversity, Equity, and Inclusion* [B.5.1].

POSITION QUALIFICATIONS

The EIC shall:

- Have a master's degree or higher (or a bachelor's degree and equivalent experience);
- Hold a current credential from an SDMS-recognized national sonography credentialing organization;
- Have a record of scholarship in the sonography field;
- Have experience in reviewing or authoring articles for publication and in mentoring others through the process;
- Have a network of colleagues in research and sonography clinical practice;
- Have reliable internet access and ample technology skills to facilitate use of the JDMS publication system;
- Have a strong command of the English language, including grammar and syntax;
- Ideally, have experience in sonography education or continuing medical education; and
- Be a member of the SDMS throughout tenure as the EIC.

The EIC position is subject to a multi-year written contract between the SDMS and the EIC. An incoming EIC may also be signed to a three (3) to six (6) month contract covering the orientation and transition period.

POSITION TERM

The EIC term is three-years. The EIC is appointed by the SDMS Board to serve one term (or as otherwise negotiated and defined in the EIC's written contract). The EIC may only serve two terms unless there is not a suitable replacement, or the SDMS Board appoints for an additional term of service.

The SDMS President reserves the right to replace the EIC if the Board determines that the EIC does not complete assigned responsibilities as required or fails to meet the terms of the EIC's written contract with the SDMS.

TRAVEL

The EIC is required to attend and fulfill obligations at the SDMS Annual Conference. They may also be asked to participate in scholarly publication conferences, research industry meetings or other JDMS-related functions as needed to perform the essential functions of the position.

All necessary pre-approved travel will be reimbursed by the SDMS.

REPORTS TO

The EIC reports to and is responsible to the SDMS Board of Directors through the SDMS President, however day-to-day interaction may also come from the SDMS Chief Executive Officer or designee, other SDMS Editorial Staff, or the JDMS publisher.