



# SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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## JDMS Editor-In-Chief Position Description

### POSITION TITLE

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

### POSITION CLASSIFICATION

Independent Contractor – The JDMS Editor 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 JDMS Editor receives an editorial honorarium in addition to an annual technology stipend which may also be offered to support the Editor in carrying out their obligations. The Editor is not an employee of the SDMS and is not covered by the provisions of any employee plan or program.

### POSITION SUMMARY

The JDMS Editor manages the editorial content of 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 JDMS and recommend changes to JDMS policies in keeping with industry best practices. In addition, the JDMS Editor oversees the JDMS Associate Editors, JDMS Editorial Board, and JDMS Reviewers in soliciting, submitting, reviewing, and rendering decisions on manuscripts for publication.

### POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

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

- Managing 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 and the Health Insurance Portability and Accountability Act;
- Reviewing editorial submissions and perform as needed:
  - Identifying substantive/structural edits including clarification or reorganization of manuscript content;
  - Follow up and negotiation of suggested changes with authors;
  - Clarifying meaning, polishing language, and other non-mechanical line-by-line edits;
  - Copyediting for grammar, usage, spelling, punctuation, and other mechanics of style;
  - Identifying potential instances of intellectual property theft or plagiarism.
- Becoming familiar with JDMS publishing systems and processes as well as publishing industry key performance indicators, and helping to drive toward continuous improvement;
- Supervising and mentoring JDMS Associate Editors, JDMS Editorial Board Members, JDMS Authors, and JDMS Reviewers, and ensuring compliance with their respective responsibilities;
- Delegating appropriate editing and oversight tasks to JDMS Associate Editors;

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- Meeting all JDMS production schedule deadlines;
- Promoting 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;
- Raising awareness about the JDMS within the healthcare industry, with academic institutions and other appropriate organizations, and vendors who have the potential to advertise in the Journal;
- Keeping the Editorial Board advised of current research activities and future advances in the field and suggest possible future topics for Calls for Papers;
- Participating as a non-voting, ex-officio member of the SDMS Board of Directors and preparing a bi-annual Editor's Report for review;
- Conducting or participating in necessary meetings relating to the JDMS and SDMS, including JDMS publisher meetings, JDMS or SDMS strategic planning meetings, JDMS Associate Editor/Editorial Team meetings, and JDMS Editorial Board meetings (in person or by teleconference);
- Suggesting names of suitable Reviewers, Editorial Board Members, and Guest Editor candidates;
- Conducting Author and Reviewer training as requested;
- Upholding SDMS customer service standards and providing prompt response to JDMS inquiries personally or through delegation;
- Representing the JDMS, either personally or through delegation, at selected meetings within the medical community if requested;
- Maintaining open and frequent dialogue with the SDMS Board, SDMS staff, and JDMS publisher; and
- Coordinating JDMS activities with SDMS staff and immediately bringing significant issues to the staff's attention.

## POSITION QUALIFICATIONS

The JDMS Editor-In-Chief should:

- Have a bachelor's degree or higher;
- 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 Editor-In-Chief.

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

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## **POSITION TERM**

The Editor-In-Chief is appointed by the SDMS President to serve a three-year term (or as otherwise negotiated and defined in the Editor's contract) beginning in January. The Editor may be reappointed once at the discretion of the SDMS Board for a total of six consecutive years in the position.

The SDMS President reserves the right to replace the JDMS Editor if they do not meet assigned responsibilities, following the terms of the Editor's contract with the SDMS.

## **TRAVEL**

The JDMS Editor 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 JDMS Editor-In-Chief 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 their designee, other SDMS staff, or the JDMS publisher.