Position description: Editor-in-Chief

Preamble

Australian Psychologist (AP) is the official applied practice and public policy journal of the Australian Psychological Society (APS). The journal aims to keep Australian psychologists informed about current issues in psychology, the science and practice of psychology, and psychology’s contribution to public policy, with particular emphasis on the Australian context. AP is peer-reviewed and accepts submissions relevant to psychology. The journal also regularly features international contributions to facilitate scholarly exchange with Australian psychologists.

AP has expanded to six issues per year and incorporates dedicated ‘desks’ for the APS Colleges of Clinical Neuropsychologists, Community Psychologists, Counselling Psychologists, Forensic Psychologists, Health Psychologists, Organisational Psychologists and Sport and Exercise Psychologists, as well as the Gay and Lesbian Issues in Psychology Interest Group.

The EIC will be a person with a high-level professional reputation and a strong track record in research, scholarship and publication, with a demonstrable track record in editorial roles including timely review of manuscripts and timely and constructive feedback to authors. As the leader of the editorial team, the EIC will have a track record in developing and maintaining relationships with key stakeholders.

The EIC of AP is accountable to the APS Board of Directors. The appointee will provide editorial leadership in all matters pertaining to AP.

Essential selection criteria

- PhD in psychology and minimum five years postdoctoral experience
- Demonstrated record of research, scholarship and publication at a national and international level
- Demonstrated record of contribution to the peer review process
- Demonstrated experience in an editorial team (e.g. manuscript reviewer, member of editorial board, deputy editor, EIC)
- Demonstrated experience in dealing with publishing houses (e.g. track record of publication, manuscript review, editorial board membership)
- Demonstrated experience in maintaining data bases using programs such as ScholarOne Manuscripts (Manuscript Central)
- Demonstrated effective team leadership
- Demonstrated high level communication skills
- Demonstrated ability to deliver key outcomes within a required time frame
- Demonstrated interpersonal skills and ability to establish and maintain working relationships with key stakeholders (including the editorial team, especially Associate Editors and the wider stakeholder group).
Desirable selection criteria

- Previous Editorial Board experience.

1. Purpose of the role /primary objective

The Editor-in-Chief will be responsible for:

- Guiding the overall strategic direction of the journal, in consultation with the APS and the Publisher
- Implementing and applying the editorial policies of the journal
- Engaging members of the Editorial Board, including the Associate Editors, to solicit and acquire suitable contributions for the journal and undertake the timely review of manuscripts
- Maintaining a high level of quality in the manuscript review and journal editing process
- Providing appropriate and timely communication to authors.

2. The term of appointment

The term of appointment of the EIC of Australian Psychologist is an initial appointment of up to five years, with the potential to extend for a further two years. The EIC will not serve more than seven consecutive years.

3. Annual Performance review of the EIC

The EIC, in conjunction with the publisher, shall provide an annual report on the activities of AP to the Periodicals Advisory Committee. This report will include, but not be limited to; highlighting achievements, information on the publication, promotion and development of the journal, subscription information, number of ‘hits’ on the journal’s website, and number of article downloads and other issues associated with publishing AP.

4. Key performance indicators

The Board of Directors and the EIC shall agree from time to time upon key performance indicators (KPIs), which will be assessed by the Periodicals Advisory Committee in a formal review of the EIC’s performance. The KPIs may include increasing the journal’s Impact Factor, the amount of time from receipt to publication of manuscripts, and meeting editorial and publication deadlines.

5. Evaluation of Australian Psychologist

The EIC and the Chair of the APS’ Periodicals Advisory Committee will meet at least once a year to discuss market data, promotional activities, revenue forecasts, any changes to editorial policy or content, and all other matters that affect the publication, promotion and distribution of the journal.
The Editor-in-Chief’s (EIC) responsibilities

Strategic leadership

- The EIC will:
  - Develop and provide a vision for AP, bringing leading edge ideas while building on the heritage of AP, taking into consideration the changing world of journal publishing, trends within research publishing in psychology, what competitor journals are doing and online developments – all aimed at maintaining and improving AP’s quality, impact, leading edge reputation and standing
  - Provide leadership to and support the work of the Associate Editors and Editorial Board
  - Communicate regularly with the Publisher, Associate Editors and Editorial Board to discuss specific strategic developments, editorial, production and marketing matters (as appropriate).

Journal development and submissions

- The EIC will:
  - In consultation with the APS and the Publisher, identify and implement strategies to:
    - ensure the continued development of AP with a focus on the readership
    - increase citations and the impact factor of AP
    - increase the number of quality manuscripts being submitted to AP
    - establish policies for authorship and submission as outlined in the instructions for authors
  - Keep up-to-date with best practice recommendations for research publishing and publishing ethics, ensuring AP is in line with these standards
  - Represent and actively promote AP amongst colleagues and at conferences in order to generate submissions to the journal
  - Encourage the Associate Editors to actively solicit suitable manuscripts for AP to ensure adequate copy is available for each issue
  - Screen all manuscripts submitted for publication to ensure they meet the aims and scope of AP and are appropriate for proceeding to peer review
  - Contribute to any amendments or additions to the Author Guidelines to reflect developments in requirements from authors.

Manuscript review

- The EIC will:
  - Allocate relevant contributions to Associate Editors to ensure manuscripts are reviewed by at least two persons with appropriate qualifications and experience in the nature of the research
  - Monitor the quality and timeliness of the peer review process and adherence to review guidelines
Understand the review of manuscripts in situations where the review process has been delayed.

Take appropriate action should a manuscript be found to be plagiarized.

Deal with disputes about editorial decisions as they arise, while involving the relevant Associate Editor at all times, and make final recommendation on course of action to be followed, liaising with the Publisher as and when necessary.

Make a final decision on acceptability of manuscripts for publication, taking into account the Associate Editor’s and/or Review Board member recommendation.

Provide detailed comments to authors about their research and paper following the review process and whether their contribution has been accepted.

Maintain the integrity and confidentiality of the author’s work during the peer review process.

Support the APS in handling complaints and appeals.

**Production and content**

- The EIC will:
  - Liaise with the APS, the Publisher, Associate Editors and members of the Editorial Board regarding the status of the production of the journal and plans for forthcoming issues.
  - Determine the ongoing editorial content of the journal, including the subject matter, types of articles, and the order and accuracy of what is published.
  - Collaborate with the Associate Editors on a regular basis, to agree on plans for the form and content of Editorial pages in AP (i.e. Editorials, Guest Editorials), and act as Editor for these sections.
  - Ensure all contributions accepted for publication conform to the Author Guidelines.
  - Check page proofs of papers that have been prepared by the Publisher and notify the Publisher of any necessary amendments.
  - Ensure the development and selection of content for the journal is in line with those standards set by the APS.
  - Ensure the content of papers meets appropriate ethical guidelines.

**General**

- The EIC will:
  - Work with the APS to identify and recommend members for the journal’s Editorial Board.
  - Mentor new members of the editorial team.
  - Manage ongoing performance of the editorial team.
  - Adhere to ongoing journal reporting obligations as determined by the APS Board of Directors.
  - Attend journal management meetings, as required, either in person or via teleconference.