## Editor-in-Chief - Roles and Responsibilities

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<th>Position title</th>
<th>Editor-in-Chief</th>
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<tr>
<td>Term of the position</td>
<td>Up to five years</td>
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<tr>
<td>Position type</td>
<td>Voluntary (with a stipend)</td>
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### Position in context
The Australian Psychological Society (APS) is Australia's premier professional association for psychologists with around 24,000 members and a long established national presence.

The APS is engaged in periodical publication of material that is of scientific, professional and general informative value to members and to psychology at large.

### 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
- Ensuring appropriate and timely communication is provided to authors.

### Key responsibilities

#### Journal development and submissions
- In consultation with the APS and the Publisher identify and implement strategies to
  - Ensure the continued development of the journal with a focus on the readership
  - Increase citations and the impact factor of the journal
  - Increase the number of quality manuscripts being submitted to the journal
  - Establish policies for authorship and submission as outlined in the instructions for authors
- Represent and actively promote the journal amongst colleagues and at conferences in order to generate submissions to the journal
- Encourage the Associate Editors to actively solicit suitable manuscripts for the journal to ensure adequate copy is available for each issue
- Screen all manuscripts submitted for publication to ensure they meet the aims and scope of the journal and are appropriate for proceeding to peer review.

#### Manuscript review
- 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
- Undertake the review of manuscripts in situations where the review process has been delayed
- Take appropriate action should a manuscript be found to be plagiarised.
- Make a final decision on acceptability of manuscripts for publication taking into account the Associate Editor’s and/or Review Board member’s 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**
- 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
- 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**
- Identify members of the journal’s Editorial Board for them to be appointed by the APS Board.
- Mentor new members of the editorial team and manage ongoing performance of this 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.

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<tr>
<th>Key selection criteria</th>
<th>Essential</th>
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<tr>
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<td>APS member</td>
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<td>PhD and/or relevant Doctoral degree</td>
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<td>Demonstrated record of research, scholarship and publication at a national and international level</td>
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<td>Demonstrated record of contribution to the peer review process</td>
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<td>Demonstrated ability to lead a team of people</td>
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<td>Demonstrated strong written and verbal communications skills</td>
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<td>Demonstrated ability to deliver key outcomes within a required time frame</td>
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<td>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).</td>
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<td><strong>Desirable</strong></td>
<td>• Previous Editorial Board experience</td>
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| **Performance deliverables** | • Attend journal management meetings as required either in person or via teleconference  
   • Evaluate all new manuscripts within 48 hours of assignment for peer review or immediate decision  
   • Average time to first decision of 42 days. |