



JOB DESCRIPTION: MANAGING EDITOR, *FAMILY MEDICINE*

The Managing Editor of *Family Medicine* will guide and implement a vision for the journal that will advance *Family Medicine*'s stature and visibility.

The Managing Editor...

- must possess a sense of clear writing, style, organization, and presentation of information.
- have personal experience with research and scholarship and command the respect of colleagues.
- have demonstrated understanding of scientific methods, statistics, and other analytic methods, research and publishing ethics, the peer-review process, and the discipline of family medicine.
- be able to effectively delegate to others and demonstrate the ability to adhere to established timelines
- must have the leadership skills and personae to keep the Journal relevant and responsive to the discipline of family medicine, the needs of the journal's readers, and the Society of Teachers of Family Medicine.

The Managing Editor's responsibilities include periodically revisiting the journal's mission and shaping its future, soliciting articles, coordinating the peer-review process, editing submissions in a timely manner, managing an effective editorial board, and collaborating with the publisher to increase the journal's visibility and readership.

The Managing Editor is appointed to a 3-year term by the STFM Board of Directors. The appointment is renewable for additional 3-year periods up to a total of 12 years. Supervisory control of the position resides with the Communications Committee and the STFM Board of Directors. The Managing Editor will maintain liaison with the STFM Communications Committee but will be expected to operate on an independent basis in nearly every function of this position. The editor must be aware of the policies of STFM and operate within this framework. The Managing Editor should view the journal as a mechanism that helps STFM achieve its purpose and goals.

The Managing Editor will conduct the following leadership, management, and coordination duties.

I. LEADERSHIP

- Define and update the aims, scope, and list of interesting topics for the publication.
- Work directly with the publisher, associate editors, and Editorial Advisory Board members to promote the journal to potential authors, researchers, and readers.
- Serve as the public face of *Family Medicine* by traveling to relevant conferences to promote the publication's standing, solicit papers, generate ideas, network, etc.
- Foster interaction among those generating and using the new knowledge published in the journal.
- Lead the Editorial Advisory Board, making effective use of their abilities.

II. MANAGEMENT

- Oversight of the journal's complete production process from submission to publication. Work directly with the managing publisher on production process, timelines, and format.
- Ensure that journal contents are important contributions to knowledge in the field and are of high quality, valid, credible, authoritative, readable and relevant to the journal's scope and mission
- Establish and enforce explicit editorial policies for the journal, including policies on authorship, conflict of interest, ethical principles, peer-review process, etc.
- Establish and implement procedures to help maintain and monitor journal quality and identify errors and problems
- Evaluate all submitted material fairly, avoiding bias, conflict of interest, and external pressure in making editorial decisions
- Explore electronic publishing alternatives and other innovative means of interactive information exchange
- Encourage family medicine research capacity building through: 1) providing constructive, nurturing feedback regarding manuscript submissions from novice authors, 2) providing workshops in appropriate meetings covering research publication and manuscript preparation, and 3) providing input as appropriate into discussions regarding broader issues of family medicine research capacity building, especially concerning the publication of research at all levels.
- Oversee and evaluate the performance of the associate editors and Editorial Advisory Board members.
- Determine the publication sequence for accepted manuscripts in conjunction with the associate editors and publisher.

III. COORDINATION

- Guide the selection of associate editors
- Recommend candidates to serve on the Editorial Advisory Board to the STFM Communications Committee
- Develop an adequate pool of qualified reviewers from the STFM membership and other sources.
- Communicate with the Communications Committee chair on matters pertaining to the journal.
- Provide an annual report to the Communications Committee and the STFM Board that summarizes the journal's activities over the year, including acceptance/rejection rates and manuscript turn-around time frames.
- Conduct an annual meeting with the Editorial Advisory Board