

The Journal of the Royal College of Physicians of Edinburgh

Vacancy: Deputy Editor-in-Chief

An excellent professional opportunity has arisen for a Fellow, from the UK or overseas, to join the Editorial Team of the *Journal of the Royal College of Physicians of Edinburgh (JRCPE)* as Deputy Editor-in-Chief.

This role offers great flexibility for a Fellow wishing to contribute to the College and to gain additional professional experience; your involvement can be managed remotely and accommodated around your professional and personal commitments (within deadline requirements).

The post of Deputy Editor in Chief will provide essential support to the Editor in Chief in the day to day management of the Journal and will provide cover during periods of leave, ensuring continuity and sustainability in the leadership of JRCPE.

About the journal

The Journal is a peer-reviewed publication published on a quarterly basis. The Journal is indexed in PubMed, Embase, DOAJ and other online databases.

The production of the Journal of the Royal College of Physicians of Edinburgh has transitioned to SAGE Publishing. SAGE is a global academic publisher, producing high quality educational resources including over 1,000 journals and 900 new books each year.

The Journal will benefit greatly from joining a publisher with extensive networks, subject expertise, and a portfolio that includes some of the highest quality, highest ranked journals in the world. We will also be able to offer world-class peer-review, production, and author services using the industry leading ScholarOne platform through SAGE.

The Journal has three distinct sections (Clinical, Education and History & Humanities), which reflect the main areas of coverage and interest. These feature a mixture of unsolicited and invited submissions from all grades of doctors.

The Journal has a strong educational ethos in which our Editors work closely with authors to improve submissions which we believe have merit but would benefit from refinement.

Responsibilities of the Deputy Editor in Chief

General

- Providing cover for the Editor in Chief during periods of leave
- Work with SAGE to familiarise themselves with best practice
- Deliver the expectations of all involved with the Journal to meet expectations regarding Ethics, Responsibility and Consent.
- Comply with the accepted ethical and peer review standards, including best practices as identified by the Committee of Publication Ethics (COPE), or the International Council of Medical Journal Editors (ICJME) or other defined standards.
- Work with the Editor in Chief to commission reviews, special issues and other high quality submissions for the Journal.
- Maintain confidentiality of editorial correspondence
- Uphold the Journals reputation in public forums including social media interactions, whether in a personal or professional capacity

- Supporting the Editor in Chief in the discharge of their responsibilities

Submissions and Peer Review

The Deputy Editor in Chief shall support the Editor in Chief to oversee the full peer review process utilising SAGE's systems and will assist in:

- Ensuring associate editors / editorial board members select and invite referees for review of articles and abstracts in accordance with guidelines.
- Ensuring associate editors/editorial board members track and chase reviewer responses, where necessary.
- Ensuring the complete and full peer review of all articles and abstracts, reviewing peer review comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making.
- Making and communicating final decisions on articles and abstracts

Production

- Return Proofs within timescales agreed with SAGE
- Reply to any production queries or requests within timescales agreed with SAGE

Additional

- participating in Global Engagement Education Strategy Group meeting
- providing constructive feedback to authors on rejected papers

Selection criteria

- Fellow of the Royal College of Physicians of Edinburgh
- consultant level
- current or recent experience of working in a medical specialty
- well-established clinical or academic networks
- strong networking skills and comfortable networking out with own circles
- ability to act as an external advocate for the Journal and the RCPE
- experience of editing and reviewing medical or scientific papers
- strong publication record and demonstrable commitment to and enthusiasm for academic publishing
- broad awareness of developments and trends in academic publishing
- demonstrable interest in medical developments, education and standards of clinical practice
- highly developed verbal and written communication skills
- keen eye for detail
- enthusiastic motivator of others

Appointment

The successful candidate will be appointed for an initial period of 3 years.

Application process

Informal enquiries should be directed to Dr Graeme Currie, Editor in Chief, should you wish to discuss the role in more detail. Graeme can be contacted via policy@rcpe.ac.uk

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to Lindsay Paterson, Head of Global Engagement l.paterson@rcpe.ac.uk by 9am on **Tuesday 7 June 2022**.

Any UK or International Fellow who is in good standing may apply for the role, noting the special responsibilities.

Organisational Reporting Structure

