

***WMJ* Position Description**

Title: Editor-in-Chief, *WMJ*

Reports to: *WMJ* Publishing Board

Date: March 2020

SUMMARY

The Medical Editor is responsible for the overall editorial direction and content of *WMJ*, a peer-reviewed, scientific journal published through a partnership between the Wisconsin Medical Society, the Medical College of Wisconsin and the University of Wisconsin School of Medicine and Public Health. Primary focus is on guiding the journal to consistent high quality and fulfillment of its mission: to provide an opportunity to publish original research, case reports, review articles and essays about current medical and public health issues.

This volunteer position requires a 3-year commitment with opportunity for renewal.

ESSENTIAL FUNCTIONS

The Medical Editor has overall accountability and responsibility for:

- The publication of high-quality issues according to a predetermined publication schedule that reflects the mission and learning areas.
- The pipeline of articles for future issues, assigning articles to the appropriate editor, following up with editors to ensure articles are moving through the editorial process and ensuring that resources are in place to meet both quality and production schedule requirements.
- Working with the Editorial Board and staff to shape the strategy and direction of the journal including initiatives to expand circulation, reader impact and profitability and assure the high quality of published material.

KEY RESPONSIBILITIES INCLUDE

- Works with Editorial Board to set and enforce publication standards for editorial content.
- Represents the publication externally.
- Provides direction and guidance to associate editors and managing editor.
- Appoints, directs and manages special issue editors and special feature editors; provide direction and guidance to ensure success.
- Solicits appropriate editorial contributions.
- Recommends the appointment of Editorial Board members.
- Meet regularly with associate editors and staff for coordination and status updates, review.
- Sets agenda for and leads bi-annual editorial board meetings.
- Makes both preliminary and final decisions on acceptance or rejection of manuscripts.
- Suggests reviewers for manuscripts and/or assigns manuscripts to associate editor.
- Reviews manuscripts.
- Provides feedback to authors, including publication decisions.
- Writes "In This Issue" column for each issue of journal.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

- Faculty member at the Medical College of Wisconsin or the University of Wisconsin School of Medicine and Public Health.
- Record of successful previous publication in peer-reviewed journal.
- Possesses a broad medical vantage point.
- Extensive knowledge of research methods.
- Excellent writing and editing skills.
- Prior editorial board experience is preferred.
- Able to understand, assess and advise on the medical, social, political and economic aspects of the health care marketplace.
- Demonstrated success planning and executing strategies designed to meet organizational communications objectives.
- Strong interpersonal skills and ability to work effectively with variety of individuals, including staff, editorial board colleagues and authors.
- Familiarity with MS Office and Google Drive.
- Previous experience as an editor or associate editor is preferred.

WORKING CONDITIONS

This position averages approximately 4-6 hours per week. Editor has the ability to work off premise but attendance during core business hours may be required occasionally for meetings and to interact with staff. Requires frequent use of personal computer and other electronic equipment.