

OTA International Editor-In-Chief Position Description

Overview: The OTA International Editor-in-Chief is the principal architect of the clinical, professional and editorial content as well as the vision and goals for the new OTA open access journal. The EIC is a known and regarded professional within the clinical field of Orthopaedic Traumatology. The EIC has knowledge and experience with the scientific method. The EIC must be active in soliciting the content from practicing clinicians and thought leaders for publication in the Journal. Working with the editorial board members and publishing staff, the EIC is the arbiter of the content of OTA International. This position works closely with the publisher, editorial board members, managing editor, peer-reviewers, and the association to direct development of supplements, spinoffs, sponsored content (grant or commercial), new publications, and balances both content and business needs to meet the mission of the open access format, society mission, and revenue goals. A close working relationship with the EIC of the Journal of Orthopaedic Trauma, a clear ability to engage the international orthopaedic trauma community and capacity to support the global initiative in aligning international orthopaedic trauma societies will be expected.

Among other functions, the EIC is responsible for the following:

Set the strategy for OTA International. The EIC collaborates with the publisher and the OTA to monitor the competition and assure OTA International is state of the art in terms of clinical content and science and is innovative through initiating new features, article types and original editorial content. The EIC works in collaboration with publishing staff, managing editor, and OTA International editorial board members to establish short- and long-term goals, objectives, and strategies for the open access journal. Typical items the EIC will lead and recommend include nature and scope of OTA International, features and enhancements, changes in the author community, time to decision, enhancements to the digital format, citation analysis, and enhancements to the Knowledge Portal. The EIC will present major proposed changes annually to the publisher and group publisher.

Champion OTA International and act as an ambassador to the author/editor/reviewer/community. The EIC will be the public voice of OTA International and will exercise that voice through appearances on behalf of the publication, through editorials in the open access journal, and through interactions with professionals and the public. The EIC will:

- actively promote OTA International to the profession and other relevant communities and constituencies
- actively solicit manuscripts from leaders in the field, especially international stakeholders, in order to facilitate the publication of high quality content
- serve as a critical member of the OTA Publications committee and effectively represent the open access format, needs for evaluation and consideration of the OTA Board
- will work with publishing staff, and OTA International editorial board members to extend the reputation of the open access model
- participate in panels or other public discussions relevant to the role as EIC
- work in collaboration with the publishing staff and editorial board members to create marketing objectives to attract authors and help customers realize the value of the open access channel

Ensure manuscript flow to guarantee on-time publication, soliciting content and/or editorials as appropriate. Make final accept/reject decisions on submitted manuscripts. Assign and balance review workload. The EIC will work with editorial board members, managing editor and publishing staff in Editorial Manager to assign manuscripts to peer reviewers and/or editors with the appropriate expertise. The EIC will monitor the workload of the editorial board members to ensure an equitable distribution of

manuscripts. The EIC will be a source of rejections without review; but editorial board members will also have that option especially for manuscripts not in the EIC's field of expertise. The EIC will ensure that editorial board members understand the need to balance fast turnaround with thorough and accurate peer review and will work with editorial board members to achieve those objectives.

Select and lead an esteemed international Editorial Board whose knowledge base represents the topics covered in the Editorial Mission of the Journal. The EIC must work with the editorial board members and provide direction and review for the Editorial Board. The EIC will obtain advice where needed to create a sufficient pool of candidates for open positions creating the board. The EIC may also include editorial board members as interviewers. Once the selection is made by the EIC, the publisher may initiate standard agreements addressing such issues as conflict of interest or conduct standards.

Select and manage high-performing peer reviewers. The EIC will work with the editorial board members and editorial board to ensure the pool of peer-reviewers is sufficient and appropriate. The EIC will ensure peer reviewers know expectations. EIC and editorial board members should utilize mechanisms to monitor the quality and timeliness of peer review and to provide feedback to reviewers.

Decide on matters of ethics and conflicts of interest. The EIC upholds the ethics and conflict of interest policies of Wolters Kluwer, COPE and the International Committee of Medical Journal Editors (ICMJE), and the EIC works with the editorial board members to resolve questions of ethics in publishing in the Journal. Ethical violations may involve, but are not limited to, copyright violations, republishing, plagiarizing (including self-plagiarizing), falsification of data or results, misattribution of authors, or misattribution of citations. The EIC and editorial board members will utilize tools in Editorial Manager such as Crosscheck to uncover suspicious results, plagiarism, copyright violations, republishing or misattribution of citations, or monitor incomplete submission of elements required by Information for Authors. The EIC will support the responsibility and functions of the publisher to determine whether violations are of a sufficiently serious nature for investigation.

Review and contribute to periodic monitoring reports. The EIC will respond to surveys or questionnaires containing information prepared by the publishing staff and will report to the publisher and the editorial board on the state of the OTA International. The publisher will make available data and metrics such as usage, articles published rejection rate, ISI impact factor, and other quantitative and qualitative measures, as the EIC deems appropriate. The publishing staff will supply qualitative and quantitative information regarding their level of success in marketing and selling efforts, although it is not the expectation of the EIC that the level of the detail address specific revenues from specific vendors.

Conduct and attend meetings. The publishing staff will oversee an annual meeting of the Editorial Board of OTA International. The EIC, editorial board members, and representatives from the publishing staff will attend the meeting and provide information about OTA International similar to the information necessary for a monitoring report, but on a more compressed scale. The Editorial Board will discuss the direction of the open access journal, ideas for improvement, technology and other innovations, and make recommendations for creating a positive impact on all facets of the publication. The EIC will attend meetings and participate as an active advocate to the publisher.

Characteristics of Effective OTA International EIC

- High personal/scientific standards
- Highly respected in his/her field
- Experienced in clinical practice and research
- Previous editorial experience, especially in a decision-making capacity
- Wide knowledge of the subject and those working in it
- Liked and highly respected among peers
- Enthusiastic
- Energetic and committed
- Excels in interpersonal communications
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills
- Strong leader, good sense of teamwork
- Ability to work effectively with diverse viewpoints and approaches
- Effectively delegates responsibility
- Respects confidential information
- Cooperative and open-minded
- Effectively resolves misunderstandings
- Firm decision-maker
- Promptly and effectively follows through
- Explores and embraces innovative technologies
- Engages international stakeholders and supports mechanisms to align global associations