



Role description of Editor-in-Chief, *Clinical Oncology*

Title:	Editor in Chief
Responsible to:	Clinical Oncology Faculty Board
Term of Office:	Four years with the option of an extension by mutual agreement

The journal

Clinical Oncology, the international monthly scientific journal of the Faculty of Clinical Oncology, is the top rated member benefit among our clinical oncology Fellows and members. Although popular with the membership, *Clinical Oncology* has a much broader reach with a truly international readership and author base.

The journal has a current ISI Impact Factor of 3.113. Published 12 times a year, *Clinical Oncology* features a combination of high-quality original research, informative editorials and state-of-the-art reviews on all aspects of the clinical management of cancer patients including:

- Pathology
- Diagnosis and therapy, including radiotherapy
- Systemic treatment.

The Editor-in-Chief of *Clinical Oncology* has an important role within The Royal College of Radiologists (RCR) underpinning both education and research.

Working practices

The Editorial Board usually meets twice a year, with two additional strategy meetings, these meetings all normally take place in April and November. The Editor will be expected to provide a written report to the Faculty Board for their three meetings each year and will be expected to attend at least one Faculty Board meeting annually.

It is difficult to specify the appropriate fixed and continuous period needed to fulfil all of the Editor's duties, but a significant time commitment will be required and the individual should seek the approval of their trust for them to undertake the role. The use of online manuscript management means this time can be spread across the week and undertaken at any site. The Editor-in-Chief can also be called upon to assist in the education and training of new editors and in agreed processes to identify new publishers. The Editor will work on rotation with two Deputy Editors to share manuscript management, but will retain ultimate responsibility for the journal.

Role tasks

The Editor-in-Chief is a wide ranging role, principle responsibilities include:

- Overseeing the publication of a high-quality, high impact factor and readable journal and to ensuring that editorial content is of the highest quality and covers the appropriate breadth for the Faculty of Clinical Oncology
- Working with the Editorial Board to establish and maintain high standards of manuscript evaluation and peer review for submitted papers

- Commissioning new material and working with the Editorial Board to develop the content of the journal, including original papers, review articles, commentaries and editorials
- Contributing to the strategy for the Journal and developing the Journal in line with the strategic aims
- Working with the editorial office and publishers to establish and maintain high standards of editorial processing, administration, copy editing and production.
- Defining and implementing the policy for appointing a high-calibre, independent Editorial Board to establish and maintain journal policy
- Developing strong international representation in the Editorial Board membership and submissions to the journal
- Defining and implement the journal's ethical standards, including the principle of editorial independence
- Identifying articles and issues with potential to attract interest from the lay media in an effort to raise the profile of both the Journal and the specialty
- Acting as an ambassador for the Journal.

The responsibilities of the Editor-in-Chief and the Editorial Board are set out in the [Terms of Reference for the Editorial Board](#).

Person specification

The Editor-in-Chief should have an awareness of emerging areas of interest in the field of oncology as well as an overview of the major challenges facing journal publishing, such as the move towards Open Access publishing.

We are looking for a pro-active leader, supporting and encouraging an engaged Editorial Board to foster talent. *Clinical Oncology* is the result of collaborative effort across the Editorial Board and it is vital that the Editor-in-Chief is able to harness the energy and ideas of the group to maintain the momentum that the journal has achieved over recent years.

The publisher

Clinical Oncology is published by Elsevier Limited, under a contract with the RCR. The Publisher of the Journal is responsible for presentation, positioning of the Journal in relation to other products or services, production and fulfilment.

Support

The Editor, the Editorial Board and all main administrative duties associated with *Clinical Oncology* within the RCR are currently provided, under contract to the RCR, by an editorial assistant. This contract provides for all office functions, including arrangements for online submission and review.

The Editor-in-Chief will be expected to work closely with the Membership Engagement Manager and the Manager, Publications and Website on the future strategy of the journal.

Applications

To apply for this role, you must be a Fellow of the College, resident in the United Kingdom who at the time of his or her application is in active clinical practice and holds a current licence to practise.

Applications will be anonymised and ranked by a panel and shortlisted candidates will be invited for interview.