Role description of Editor in Chief, Clinical Radiology

The Editor in Chief of the Journal *Clinical Radiology* has an important role within The Royal College of Radiologists (RCR) in underpinning education and research. The RCR aims to support the Editor in Chief in his/her role at all times but recognises the necessity for editorial independence as well as the need for communication with the Faculty of Clinical Radiology to promote the proper operation of the Journal.

The Journal

*Clinical Radiology*, the international monthly scientific journal of the Faculty of Clinical Radiology, is currently edited by Dr Grant Baxter and has a current ISI Impact Factor of 2.478. Published 12 times a year, *Clinical Radiology* features a combination of high-quality original research, informative editorials and state-of-the-art reviews on all aspects of diagnostic imaging, including:

- Computed tomography
- Magnetic resonance imaging
- Ultrasonography
- Digital radiology
- Interventional radiology
- Radiography
- Nuclear medicine.

Eligibility and term of office

The Editor in Chief is 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 and is appointed by the Board of the Faculty of Clinical Radiology.

The Editor in Chief’s term of office is for four years, and runs from the RCR Annual General meeting, currently held in September. There will be a handover and shadowing period with the current Editor in Chief beginning in March 2018. The next Editor in Chief will serve for the period September 2018 until the AGM in 2022.

Role and responsibilities

The Editor in Chief is responsible for the scientific quality of the Journal, including its improvement and development, and sets a rolling plan for the strategic development of the Journal in agreement with the RCR and in liaison with the Publisher. The Editor in Chief ensures a high standard of peer review, commissions new material including review articles, commentaries and editorials and also defines and refines the Journal’s ethical standards. The Editor in Chief ensures that the content is relevant to clinical radiologists and in line with
the educational aims of the RCR and oversees publication. The responsibilities of the Editor in Chief and the Editorial Board are set out in the Terms of Reference for the Editorial Board.

The principal duties of the Editor in Chief:

- To oversee the publication of a high-quality, high impact factor and readable journal and to ensure that editorial content is of the highest quality
- To ensure the scope of subjects for papers covers the appropriate breadth for the Faculty of Clinical Radiology
- To develop the journal for its readers, in line with College aims
- To work with the Editorial Board to establish and maintain high standards of manuscript evaluation and peer review for submitted papers
- To commission new material and work with the Editorial Board to develop the content of the Journal, including original papers, review articles, commentaries, editorials, special issues and virtual special issues
- To define and implement the journal’s ethical standards, including the principle of editorial independence
- To define the instructions to support authors wishing to submit to the Journal
- To work with the editorial office to establish and maintain high standards of editorial processing and administration and to ensure strong copy flow
- To work with the publishers to establish and maintain high standards of copy editing and production
- Correct publishers’ proofs on schedule
- Define and implement the policy for appointing an independent Editorial Board to establish and maintain Journal policy
- Appoint high-calibre board members who will contribute to the development of the Journal and a high-quality peer review process
- Define and implement policies to identify and support journal reviewers
- Recruit and maintain a sufficient pool of reviewers
- To strive to develop strong international representation in the Editorial Board membership and submissions to the Journal
- To provide support and mentorship to the Trainee Board member
- To attend two Journal Strategy meetings each year in addition to Editorial Board meetings (currently one per year)
- To actively work towards achieving the strategic goals of the Journal
- Engage with the RCR Clinical Radiology Academic Committee and the Roentgen Professor
- Identify 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
- To act as an ambassador for the Journal.

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

The publisher

Clinical Radiology is published by Elsevier Limited, under a contract with the RCR, which currently runs until December 2021. The Publisher of the Journal is responsible for
presentation, positioning of the Journal in relation to other products or services, production and fulfilment.

**Reporting and communication**

The Editor will be invited to provide a written report for each Faculty Board meeting on the Journal, its development and wider impact, and to raise any relevant matters for discussion and attend in person at least one meeting of the Clinical Radiology Faculty Board meetings each year to report.

The RCR will ensure that there is always an open channel of communication between the Editor and the RCR.

**Time commitment**

It is difficult to specify the appropriate fixed and continuous period needed to fulfill 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 electronic manuscript management means this time can be spread across the week and undertaken at any site. The Editor 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, the Editorial Board and all main administrative duties associated with *Clinical Radiology* within the RCR are currently provided, under contract to the RCR, by an editorial office. This contract provides for all office functions, including arrangements for online submission and review. The contract is overseen and regularly reviewed by an RCR senior manager. Arrangements for editorial support will be discussed with the new Editor in Chief.

**Support from and liaison with the College**

The Editor in Chief will be expected to work closely with the Digital Engagement Manager on the future strategy of the Journal. Some website and administrative tasks are undertaken by the Digital Engagement team within the Executive Office.

The RCR reimburses direct travel expenses incurred by the Editor. No honorarium or other payments are made to the Editor.