

Journal of NeuroInterventional Surgery

Job Description – Editor-in-Chief

The Journal of NeuroInterventional Surgery (JNIS) is owned by the Society of NeuroInterventional Surgery (SNIS) and published by BMJ Group.

The mission of *JNIS* is to be the worldwide, premier repository for literature pertaining to the field of neurointerventional surgery, driving developments in neurointerventional techniques and maintaining a high ranking amongst all neuroscience journals.

On appointment, the editor is free to select the best team of associate editors and editorial board members that they can. The editor is given full editorial freedom as set out in the WAME guidelines. Main responsibilities are detailed below:

Editorial independence and responsibilities

The Editor's duty is to produce the best possible journal for readers by providing the most relevant, accessible and timely content. BMJ will provide support staff to assist with processing of manuscripts, author communication and issue production.

- a. The BMJ abides by the WAME (World Association of Medical Editors) statement on Editorial freedom, duties and responsibilities (<http://www.wame.org/wamestmt.htm>).
- b. The Editors will work with SNIS and BMJ to develop and maintain an internationally relevant and coherent strategy for the journal. Editors may seek the publishers' advice at any time they deem necessary. In addition, the BMJ staff may offer advice on how the Journal might possibly be developed.
- c. The Editor will abide by the COPE (the Committee on Publication Ethics) code of practice for Editors (<https://publicationethics.org/>) and maintain and ensure the integrity of the peer review process. The journal is a member of COPE and the Editor is eligible to attend its meetings. COPE or BMJ will advise on any matters relating to best publication practice or suspected publication/research misconduct.
- d. The Editor is expected to ensure the diversity of their editorial team and peer reviewers.
- e. Editors are encouraged to add value to the Journal, for example by (but not limited to) commissioning Editorials, commentaries and analysis, and reviews. The Editor should promote the journal at scientific meetings. In addition, the Editor should strive to optimize awareness of the journal through podcasts and social media. Proposals for new types of content or variations to existing types must be discussed in advance with the Publisher.
- f. The Editor is responsible for accepting a limited number of manuscripts per issue based upon the issue page count allotment which is determined on an annual basis. Editors are also responsible for ensuring that sufficient accepted copy is delivered to

the production Editor on schedule, and to inform BMJ if either more or less content is accepted than agreed by the page budget.

- g. The Editor is expected to manage the peer-review process using the ScholarOne system so that a first decision on articles that go out for peer review is made within 6 weeks. Authors of articles that will not be sent for peer review should be informed within 1 week.
- h. The Editor is expected to work with SNIS and BMJ to set yearly objectives for processing and publication times; to audit and publish yearly performances; and, if necessary, to take appropriate remedial action if the objectives are not achieved.
- i. The Editor will collaborate with Editors of other BMJ journals to optimize transfers both incoming and outgoing from the journal.

The Editor-in-Chief should expect to spend the equivalent of up to one day in total each week on journal-related activities.