

## **Psychosomatic Medicine Editor in Chief Job Description**

The Editor-in-Chief may serve up to two five-year terms.

### **Function and Duties**

1. The Editor-in-Chief is responsible for the overall management of the journal. The Editor-in-Chief is charged with final responsibility for all editorial text that appears in the journal, on and between the covers. In the discharge of this responsibility, the Editor is directly accountable to the APS Council. The Editor-in-Chief and Associate-Editors, along with the Managing Editor, will work closely together.
2. The Editor-in-Chief is responsible for appointing Associate-Editors and members of the Editorial Board. The Associate-Editors(s) must be approved by the American Psychosomatic Society Council.
3. The Editor-in-Chief shall adhere to the Schedule of Operations developed by the Journal Management Group in consultation with the printer and publisher.
4. The Editor-in-Chief shall keep adequate records of all his/her operations and report regularly to the American Psychosomatic Society Council (at least twice yearly) and at regularly scheduled or special meetings, and yearly to the Editorial Board.
5. The Editor-in-Chief is responsible for proper conduct and management of personnel, resources, and property assigned to the Editorial Office.
6. The Editor-in-Chief and Associate-Editors shall strive to develop sound and favorable public relations between the journal and contributors or potential contributors, and with the members of the American Psychosomatic Society and other subscribers.
7. The Editor-in-Chief and Associate-Editors shall solicit advice on policy from the Editorial Board and American Psychosomatic Society Council.
8. The Associate-Editor(s) and Managing Editor are responsible to the Editor-in-Chief.
9. The Editor-in-Chief and Associate-Editor(s) shall involve and keep the Managing Editor, as a member of the Journal Management Group, informed of all significant developments in policy or operations relevant to publication of the journal.
10. To achieve these functions, the Editor-in-Chief and Managing Editor will negotiate an annual budget from the American Psychosomatic Society sufficient to fund the requisite staffing, space, supplies, equipment, and travel.

### **Specific Duties**

#### **1. Manuscripts**

The Editor-in-Chief shall receive all contributions for the editorial text. *Psychosomatic Medicine* is a peer-reviewed journal; as such, the Editor-in-Chief will oversee a system for ensuring that manuscripts are adequately reviewed by qualified experts. Reviewers can be members of the journal's Editorial Board or other individuals with relevant expertise.

The Editor-in-Chief is empowered to make the final decision regarding the disposition of any of the aforementioned or other materials submitted for publication in the editorial text of the journal.

The Editor-in-Chief and Associate-Editors may solicit contributions other than those which are voluntarily submitted.

The Editor-in-Chief and Associate-Editors should maintain an efficient and courteous system for acknowledgment of receipt of materials and for informing authors and contributors of the course and action taken for each item submitted to the journal.

The Editor-in-Chief shall set internal procedures for ensuring that all accepted material is forwarded to the publisher's production team for copy editing and page composition.

## **2. Galley and Page Proof**

The Editor shall oversee internal procedures for ensuring that the Editorial Office reviews page proofs and establishes the editorial lineup for each issue of the journal. Under the Editor's supervision, the Editorial Office will work with the publisher's production team to resolve any substantive issues that arise during the production process.

### **Budget**

The income and expenses of the editorial team are to be reviewed and budget approved annually.

*Editor in Chief Percent Effort:* The percent effort estimate is 25-30% as journal editor. There is a token of appreciation paid to the Editor in Chief annually.

*Editorial Associate:* The Editor-in-Chief is provided with full-time Editorial Office support.

*Editorial Stipends:* Under current APS policy, the Editor is provided with a budget to provide stipends to Associate/Statistical Editors.

The Executive Director of APS serves as an important resource to the Editor-in-Chief and handles business operations of the journal.