Seeking Applications for the position of Editor-in-Chief of *Neuro-Oncology*

The Society for Neuro-Oncology (SNO) will be appointing a new Editor-in-Chief for its flagship journal, *Neuro-Oncology*. The new Editor-in-Chief will succeed Dr. Patrick Wen, who was recently elected as the President of SNO.

**Desired Qualifications**

- An excellent track record of investigations in neuro-oncology, with a strong record of publication.
- Substantial and recent experience in managing or conducting research of international quality.
- An excellent international network among leaders in the field.
- An excellent international network among researchers.
- Good communication skills in English.
- Strongly supportive of the Society’s mission to advance CNS cancer care and cure.
- Strong links with the Society.
- A member of the Society.

Top candidates will be contacted and asked to provide a detailed vision for the future development of the Journal and associated specific proposals for its operational development. Additionally, phone interviews with the Search Committee may be required. It is expected that the Search Committee will make a recommendation for the new Editor-in-Chief to the SNO Board of Directors in mid-April and that an announcement of the new Editor-in-Chief will be made at the beginning of May 2018.

**To apply, please submit the following by April 2, 2018**

- A letter of interest (maximum 1 page). This document should outline your suitability and vision for the position.
- A biosketch (maximum 5 pages).
- Contact details, including e-mail address, and telephone number.

A full job description is provided in the pages that follow. Questions regarding the position may be directed to Dr. David Schiff, chair of the Editor-in-Chief Search Committee.

Please send your application materials by e-mail only to: Dr. David Schiff, DS4JD@hscmail.mcc.virginia.edu, with the subject line: Editor-in-Chief, Neuro-Oncology.
JOBS DESCRIPTION

Job Title: Editor-in-Chief *Neuro-Oncology*

Reports to: Board of Directors SNO

Appointment: Seven-year term, renewable for an additional 3 years

Time Commitment: Estimated to be at least one day per week

Remuneration: The Editor-in-Chief currently receives an honorarium of $12,000 per year

**Overview of the Journal**

*Neuro-Oncology* is the leading journal in the field of neuro-oncology, dedicated to providing superior and rapid publication of information in all areas of neuro-oncology, from basic science to clinical care. The Journal contains peer-reviewed articles and reviews, symposia on selected topics, published abstracts of annual meetings, and society news and announcements from around the world. *Neuro-Oncology* is the official journal of the Society for Neuro-Oncology (SNO). Also affiliated with the Japanese Society for Neuro-Oncology and the European Association of Neuro-Oncology, it is a truly global publication. The Journal is published by Oxford University Press.

**Former Editors**

Darell D. Bigner Bigner 1999-2006  
W.K. Alfred Yung 2006-2013  
Patrick Y. Wen 2014-Present

**About the Society for Neuro-Oncology**

The Journal is owned by the Society for Neuro-Oncology, a multidisciplinary organization dedicated to promoting advances in neuro-oncology through research and education. Now in its 23rd year, the Society continues to grow and mature as the premier North American organization for clinicians, basic scientists, and other health care professionals whose focus is central nervous system tumors in children and adults.

**Overview of the Opportunity**

*Neuro-Oncology*’s current Editor-in-Chief, Dr. Patrick Wen, has recently been elected as SNO President, and consequently the Society seeks a new Editor-in-Chief who can further advance the Journal’s scientific reputation and growth.
Under Dr. Wen’s leadership, the Journal has grown significantly in terms of submissions, amount of published material, readership and Impact Factor.

The Journal has enjoyed consistent growth in its Impact Factor, which now stands at 7.786. This ranks the Journal 10th out of 194 neurology titles, and 19th out of 217 oncology titles.

The Editor-in-Chief position is hands-on, with the EiC processing a number of manuscripts personally. Administrative assistance is provided by a dedicated Managing Editor, who is an employee of Oxford University Press located in Europe. The Editor-in-Chief delegates submissions to the Executive Editors based on subject area.

The Editor-in-Chief post receives a small honorarium. The remuneration is set by the SNO Board of Directors and will be dependent on a number of factors, including the time commitment envisaged for the Editor-in-Chief as part of proposals presented and shall be commensurate with similarly situated society-owned publications.

**Purpose of the Role**

The Editor-in-Chief should recognize that the Journal operates in an extremely competitive environment and that authors have many choices to submit their best manuscripts. With that in mind, the Editor-in-Chief will at all times act as a true ambassador for the Journal in all scenarios, representing the Journal (and Society), working with the Publisher, wider editorial team and Society to raise its profile and encouraging high-quality submissions that support the Journal’s mission.
QUALIFICATIONS

Essential Criteria

• An outstanding track record of investigations in neuro-oncology, with a strong record of publication.
• Substantial and recent experience in managing or conducting research of international quality.
• Well-connected with leaders in the field globally.
• Excellent relationships with international researchers.
• A passionate and powerful communicator (native standard English)
• Strongly supportive of the Society’s mission to advance CNS cancer care and cure.
• Well-established links with the Society.
• A current member of SNO.

Desirable Criteria

• A strong record of contributing to the review and editing of published material in Neuro-Oncology.

RESPONSIBILITIES

Editor-in-Chief’s responsibilities

• The Editor-in-Chief is responsible for ensuring that content of the Journal is accurate, credible, authoritative, relevant to the Journal’s scope and mission, readable, and comprehensible. He/she is responsible for setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct. The Society recognizes and respects the editorial freedom of the Editor-in-Chief, based on both authority and autonomy.

• The Editor-in-Chief recognizes and respects that the Society may set the over-arching mission of the Journal (eg, to be educational vs. pure academic research) and that the editorial responsibilities awarded with the role (as above and further in this document) are ultimately in the context of the Society’s overall mission and purpose. The Society recognizes that their appointment of the Editor-in-Chief should be made with their overall mission for the Journal in mind.
• The Editor-in-Chief shall recognize that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest. He/she shall strive to advance the reporting of science in ways that ensure the highest standards of reliability, accessibility, openness, and integrity of the scientific enterprise. The Editor-in-Chief shall promote the broader ethical and communal interests of science in the public domain.

• The Editor-in-Chief is responsible for selecting manuscripts that are new, original, and important contributions to knowledge. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. Published manuscripts are expected to be logically consistent, and to refer appropriately to previous work.

• The Editor-in-Chief shall at all times be aware that the Society’s members and other readers of the Journal demand the highest standards of clinical research; as such, reports from large, robust clinical trials are likely to be high priority manuscripts for consideration. He/she should stimulate submission of such manuscripts either directly or via the wider editorial team.

• The Editor-in-Chief is expected to utilize the expertise of the editorial board, other peer reviewers, and editorial staff in critiquing and selecting manuscripts for publication – this remit also extends to proactively commissioning manuscript submissions in areas identified in the Journal’s editorial strategy. He/she may delegate manuscript selection to the Executive Editors or other members of the Editorial team. However, the Editor-in-Chief remains the final arbiter for all material published in the Journal

• The Editor-in-Chief will ensure that peer review and other related publication assignments are undertaken by qualified specialists, and that these specialists disclose relevant conflicts of interest as part of the regular review process.

• The Editor-in-Chief understands that members of the Society and other readers of the Journal appreciate supplements as an additional source of content published by the Journal and will encourage discussion of suitable supplement topics and review all supplement proposals on their individual merits according the same standards of peer review as applied to normal manuscripts.

• The Editor-in-Chief is not responsible for the content of congress abstract supplements which must be peer reviewed by the appropriate scientific committee of the conference in question. However, he/she should feel free to raise concerns with the overall quality of a particular conference if that may have an impact on the quality of the abstracts published.
The Editor-in-Chief is responsible for clearly defining and implementing the Journal’s ethical standards. He/she is not responsible for investigating, judging, or punishing the author for ethical lapses, other than deciding if authors should be barred from submission to the Journal when academic misconduct has been documented. The Editor-in-Chief will establish the Journal’s policy on notifying an author’s institution of failure to comply with the Journal’s ethical standards. Additionally, he/she is responsible for informing readers and secondary services of work formally found to be plagiarized, fabricated, or falsified. The Editor-in-Chief is reminded that the Journal is a member of COPE and that COPE workflows and recommendations should be followed in all investigations of ethical issues.

The Editor-in-Chief is responsible for establishing procedures to help maintain journal quality, identify errors and problems, detect trends that reflect deterioration in quality, and implement corrective actions as needed. He/she shall monitor the number and types of errors that appear in their journals.

The Editor-in-Chief is responsible for monitoring editorial processing and production timelines (turn-around times for every stage from manuscript receipt to publication). This shall include monitoring acceptance and rejection rates of specific types of manuscripts, managing the inventory of accepted manuscripts, tracking reviewer performance, and assessing staffing needs.

The Editor-in-Chief will act professionally, without prejudice or conflict of interest. The Editor-in-Chief will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications.

The Editor-in-Chief will not disclose confidential information unless: 1) authorized by the source of that information; 2) there are allegations of misconduct that require access to that confidential information for proper investigation; or 3) the Editor-in-Chief is required by law to disclose that information.

The Editor-in-Chief shall refrain from using confidential information for personal gain and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.

The Editor-in-Chief shall conduct at least one Editorial team meeting each year, during he/she will provide the Editorial team with an update on the Journal, identify and discuss areas in need of performance improvement; and explore ideas for potential enhancements to the print and online Journal.
• The Editor-in-Chief will present new Editorial team appointments (including appointment of Executive Editors, and any supplement Guest Editors) to the leadership of the Society. Formal invitations will be sent only after the Society has been provided an opportunity to assess the suitability of proposed candidates.

• The Editor-in-Chief will present any changes in the structure the editorial team (such as creation of new sections or additional functions) to the Society. He/she will not implement such changes in Editorial Board structure until approved by the Society.

The Editor-in-Chief has the following responsibilities to authors*:

• Treating authors with fairness, courtesy, objectivity, and honesty.
• Rendering timely decisions and responses to authors’ queries.
• Protecting the integrity and privileged nature of every author’s work.
• Setting and monitoring a policy on conflict of interest for authors, editors and reviewers.
• Describing a process for author appeals.
• Describing a process for responding to allegations of misconduct by authors.
• Providing guides for preparing and submitting manuscripts.
• Selecting appropriate and knowledgeable peers to review each paper sent out for review and guiding the peer review process.
• Providing standards for peer reviewers, including maintaining confidentiality of manuscripts, setting appropriate deadlines, and supplying references to document their criticisms of the paper’s shortcomings.
• Monitoring and ensuring the fairness, timeliness, thoroughness, and civility of peer review editorial processes.

The Editor-in-Chief has the following responsibilities to readers*:

• Maintaining the quality of the Journal’s content by ensuring that each article provides the evidence readers need to evaluate the authors’ conclusions, so readers can trust what is printed.
• Requiring all authors to review and accept responsibility for the content of the final draft of each paper; this may involve signatures of only the corresponding author, or all authors.
• Maintaining the journal’s internal integrity (for example, separating or otherwise identifying science content, editorials, and advertising).
• Disclosing relevant conflicts of interest in all published manuscripts.
• Identifying the role of individual authors in all published manuscripts.
• Distinguishing objective peer-reviewed research and reviews from opinion, and editorial content from advertising and other promotional content.
• Providing a correspondence section to allow reader response and debate.
• Creating mechanisms to determine if the journal is providing what readers need and want (e.g., reader surveys). Reader surveys, whether formal or informal, will generally be managed by the Publisher in cooperation with the Editor-in-Chief.

The Editor-in-Chief has the following responsibilities to peer reviewers*:

• Assigning papers for review appropriate to the reviewers’ area of interest and expertise. Allowing reviewers appropriate time to complete their reviews.
• Providing reviewers written explicit instructions regarding the Journal’s expectations for the content, quality, and timeliness of their reviews.
• Providing guides and standards for reviewers (preferably in written form) that promote thoughtful, fair, constructive, and informative reviews and facilitate the efficient, timely, handling of the papers.
• Finding ways to recognize the contribution of reviewers, for example, by publicly thanking them in the Journal’s pages from time to time, providing letters that might be used in applications for academic promotion, etc.

The Editor-in-Chief has the following responsibilities to the Society*:

• The Editor-in-Chief will inform the Society of any political, commercial or other incidents that could impair the scientific credibility of the Journal, and will take measures necessary to ensure that such incidents do not affect editorial decisions.
• The Editor-in-Chief will report at least annually to the Society any non-editorial, scientifically related activities in which the Editor is engaged.
• The Editor-in-Chief will work with the Society and Board to ensure that services and products of contractors, vendors, and other commercial interests required for proper publication are selected on the basis of merit.
• The Editor-in-Chief will warn the Society of any adverse consequences to be expected if his or her professional judgment is overruled.
• Where the Editor-in-Chief becomes aware of a contravention of these guidelines, the Editor-in-Chief will report the circumstances to the Society.

Adapted from CSE’s White Paper on Promoting Integrity in Scientific Journal Publications
2.0 ROLES AND RESPONSIBILITIES IN PUBLISHING
http://www.councilscienceeditors.org/id7/pages/index.cfm?pageid=3354