

# EDITOR SEARCH

## Editor-in-Chief for the Canadian Association of Radiologists Journal

### Overview

The Canadian Association of Radiologists Journal (CARJ) is seeking an Editor-in-Chief. The position is slated to begin in January 2019. The journal provides coverage of the issues most important to radiologists and affiliated medical professionals working in the field of radiology. Peer-reviewed articles include original studies, reviews, clinical experience articles, clinical practice guidelines, and more.

### Position Description

The Editor-in-Chief (EIC) is the principal architect of the scientific content of the CARJ. The EIC must be active in soliciting the best possible research and clinical expertise to be published in the journal. Working with the editorial board, the commercial publisher and CAR team, the EIC is the arbiter of the content of the journal. Among other functions, the EIC is responsible for acting as an ambassador to the author/editor/reviewer/radiology community. The EIC will be the public voice of the CARJ and will exercise that voice through appearances on behalf of the journal, through editorials in the journal, and through interactions with radiologists and the public.

The EIC will be responsible for the implementation, review and decision-making processes to ensure academically-rigorous publications relevant to Canadian radiologists, and for fostering radiology research and clinical practice in Canada via the journal.

### Candidates for the CARJ Editor-in-Chief must:

- Be willing and able to make a commitment for a term of 5 years (renewable once)
- Have innovative ideas for the growth and further development of the CARJ
- Be committed to maintaining a positive working relationship with the publisher, the CAR team, and the CAR Board of Directors
- Be committed to maintaining an Editorial Team that is representative of the CAR membership
- Have previous editorial experience
- Be CAR members

### Responsibilities of the CARJ Editor-in-Chief include:

- Receiving, evaluating, and selecting all materials submitted for publication in the CARJ
- Taking the responsibility for writing or finding an author to write the Editor's Note
- Establishing and managing the editorial board, including associate editors
- Providing overall leadership for the management of CARJ including, but not limited, to:
  - Organizing and chairing the editorial board meetings
  - Establishing and maintaining effective communication and collaboration to accomplish the work of the editorial board
  - Working with the Deputy Editors and the publication team to ensure efficient and effective issue planning
- Establishing, reviewing and/or revising:
  - Scientific and clinical objectives, action plans and evaluation strategies for the CARJ
  - Current policies related to CARJ operational issues (e.g. peer-review processes, website and electronic media issues, conflict of interest)
  - Policies related to manuscript selection/solicitation, author guidelines and review criteria.

- Promptly responding to communications regarding the CARJ, including timeliness of communications with authors, the publisher, and maintaining time-to-decision, review, and publication benchmarks.
- Collaborating and communicating with radiologists nationally and internationally to develop and support contributions to the CARJ
- Developing and implementing improvements to the CARJ
- Ensuring that the editorial tracking systems are in place and followed
- Coordinating the publishing processes with the publishing staff
- Contributing data and expertise to quarterly journal updates provided to the CAR Board of Directors, in concert with the CARJ Working Group, a standing Board working group of the CAR

This editorial position requires an individual with energy and vision to sustain and further develop this journal. The current agreement with the publisher provides for an editorial stipend to cover costs associated with the operations of the Editorial Office.

Applicants are to send their curriculum vitae, a list of publications and a letter of intent by **Friday June 15, 2018** to the CAR as listed below. The letter of intent should include: an assessment of the strengths and weaknesses of the CARJ, a vision for the journal's future, and a statement of practicalities, including an estimate of time available to devote to the editorship, relevant experience and a description of institutional support envisioned for the editorial office.

**Please send CV, publications, and letter of intent to:**

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