

**Editor‐in‐Chief of the Journal of Bone and Mineral Research**

**Position Description**

# Overview

The Editor‐in‐Chief of the *Journal of Bone and Mineral Research* (*JBMR*) reports to the ASBMR Council and Executive Committee and is responsible for selecting the scientific content of the Journal, publishing the highest quality science in the bone, mineral and musculoskeletal field, managing peer review of manuscripts submitted to the Journal, upholding high ethical standards, maintaining effective working relationships with relevant ASBMR governance groups, the ASBMR staff, and the publisher, reporting regularly on the status of the *JBMR* to the Publications Committee and ASBMR Council, and participating in the leadership of the ASBMR.

# Specific Responsibilities of the Editor-in- Chief

The Editor‐in‐Chief’s responsibilities include:

* Developing and implementing a vision and goals for the Journal, with input from the ASBMR Publications Committee and Council, and recommending to the Publications Committee and Council, at timely intervals, new directions in light of developments in the bone and mineral field and in scholarly journal publishing;
* Communicating regularly with the Open Access Journal Editor-in-Chief to align both journals’ strategic initiatives.
* Establishing the editorial scope of the Journal and its editorial policies, seeking advice from the ASBMR Publications Committee, ASBMR Council and ASBMR Executive Committee on important matters;
* Determining the scientific content of the *JBMR* and publishing the most authoritative, innovative, and highest‐quality research in the bone, mineral and musculoskeletal field;
* Identifying areas of emerging importance and actively soliciting the best work being done in those areas;
* Overseeing the peer review process for manuscripts submitted to the *JBMR* while preserving the confidentiality of the process, ensuring a fair review process and managing any appeals;
* Appointing and supervising the work of Senior Editors, Associate Editors and Editorial Board;
* Approving all scientific content to be included in each Journal issue;
* Maintaining records, preparing and providing formal reports to the Publications Committee, Council, and other governance groups on the Journal’s editorial operations, including details such as number of and disposition of manuscripts received, intervals from submission to first decision and acceptance to publication, length of the review cycle and other appropriate information; this information will be regularly obtained and logged in by the publisher and made available at intervals to the EIC;
* Working cooperatively with the staff of the ASBMR and the ASBMR’s publisher in all aspects of producing the *JBMR*, including the annual expense budget developed in conjunction with the ASBMR staff and the determination of the publication schedule and format for the content of each issue;
* Consulting with and making recommendations to the ASBMR Publications Committee regarding the organization, structure and membership of the *JBMR*’s editorial board, and about editorial policies and procedures;
* Approving, in accordance with the *JBMR*’s publication schedule, all first‐run advertising (i.e., the initial appearance of an advertisement that is to appear in issues of the Journal);
* Serving as an ex‐officio member of the ASBMR Council and Publications Committee;
* Attending and participating in the ASBMR Annual Meeting;
* Organizing and facilitating an annual meeting of the *JBMR* Editorial Board for the purpose of reporting on and discussing the Journal’s editorial activities;
* Complying with the ASBMR’s requirements regarding conflict of interest reporting and engagement in activities other than serving as Editor‐in‐Chief;
* Maintaining effective working relationships with the ASBMR Executive Committee, Council, Publications Committee, Finance Committee and other relevant governance groups of the Society;
* Collaborating with the ASBMR staff to develop and adhere to an annual expense budget for the

*JBMR*;

* Consulting the ASBMR Executive Committee about actions that may incur expenses outside the approved budget for the *JBMR* or the ASBMR.

# Qualifications

Earned MD, MD/PhD, PhD, DDS, DDS/PhD, DVM, or equivalent degree(s), broad‐based background in the bone and mineral field, a distinguished research and publication record, high standing among peers, substantive experience with journal editorial processes, outstanding English‐language oral and writing skills, and no major conflicts‐of‐interest. Suitable Internet access is required. The Editor‐in‐Chief will ordinarily be a very highly distinguished doctoral‐level researcher in the bone and mineral field with a well‐established position at an academic/research institution.

The Editor‐in‐Chief will have staff support from both the publisher and the ASBMR. The JBMR Editorial Office is located in Hoboken, New Jersey, USA at the business offices of Wiley-Blackwell. There is currently one person assigned full-time as the editorial manager of the JBMR, who works closely with and is supervised by the ASBMR’s Director of Publications, who is located in Washington, DC. There is also a half-time editorial staff person to manage the peer review. Candidates for the position may be located in any country.