

## Position Description

Job Title: Co-Editor, *Journal of Vascular Nursing*

Reports To: Society for Vascular Nursing Board

Term of Contract: 3 years with option for renewal

### Qualifications

1. Registered professional nurse.
2. Member of the Society for Vascular Nursing
3. Experience: Demonstrated experience performing editorial function.
4. Management skills: Demonstrates project management; coordination through peer review; manuscript solicitation and follow up; schedule adherence; communication liaison with SVN, publisher, and authors. Vascular nursing experience and SVN involvement preferred.
5. Minimum of a graduate degree required, research or practice doctorate
6. Clinical expertise, education and publication history is encouraged s

General Responsibilities: The co-editors are responsible to the SVN Board for the editorial direction of the *Journal of Vascular Nursing*, consistent with the goals and philosophy of SVN.

### Specific Duties:

- I. Administrative tasks:
  - Formulates an annual editorial plan (i.e., 1-3 goals for the year and ideas for meeting the goals) and submits it to the SVN board for approval.
  - Works with editorial board to achieve annual editorial plan.
  - Prepares and submits a report of manuscript progress toward that year's editorial plan to the SVN board, prior to each board meeting.
  - Defines editorial procedures, as necessary, within the framework of stated publication objectives.
  - Maintains regular communication with the Society, publisher, editorial board, and authors.
  - Attends SVN board meetings as requested by the President.
  - Reviews position descriptions for the editorial board and submits proposed changes to the SVN board annually for approval.
  - Identifies candidates for editorial board positions based upon stated qualifications and recommends candidates for SVN board approval.
  - Creates an orientation process for newly appointed editorial board members.
  - Reviews the performance of editorial board annually.
  - Establishes date and agenda for editorial board meetings.
  - Evaluates publication regularly for compliance with editorial plan.
  - Provides evaluation reports to SVN Board.
  - Works within budget approved by the SVN board.

## II. Production Tasks

- Develops ongoing plans and procedures for manuscript solicitation.
- Develops guidelines for manuscript evaluation, media review and follow up peer review, and special features.
- Selects edited manuscripts for publication.
- Submits text materials and appropriate illustrations, in acceptable form, to the publisher according to an established schedule.
- Collaborates with the publisher regarding publication format, cover design, and number of pages per issue.
- Coordinates with the publisher to establish production schedules for publication and special features.
- Collaborates with the publisher to establish procedures for production processes.
- Reviews the journal galleys.
- Evaluates production processes and recommends changes to the publisher as necessary.
- Reviews new advertisements for approval or disapproval.
- Collaborates with co-editor to develop defined allocation of tasks and communicates this plan to SVN Board.

## III. Editor Responsibilities toward Authors

- Providing guidelines to authors for preparing and submitting manuscripts
- Providing a clear statement of the Journal's policies on authorship criteria
- Treating all authors with fairness, courtesy, objectivity, honesty, and transparency
- Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- Protecting the confidentiality of every author's work
- Establishing a system for effective and rapid peer review
- Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- Being vigilant in avoiding the possibility of editors and/or referees delaying a manuscript for suspect reasons
- Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication
- Establishing a procedure for reconsidering editorial decisions
- Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process
- Informing authors of solicited manuscripts that the submission will be evaluated according to the journal's standard procedures or outlining the decision-making process if it differs from those procedures
- Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
- Clearly communicating all other editorial policies and standards