

## **JOB DESCRIPTION**

### **EDITOR-IN-CHIEF**

#### ***CANADIAN JOURNAL OF NEUROLOGICAL SCIENCES (CJNS)***

##### **History**

The *Canadian Journal of Neurological Sciences (CJNS)* is the official publication of the six member Societies of the Canadian Neurological Sciences Federation (CNSF). The CJNS is a widely circulated, internationally recognized medical journal that publishes peer-reviewed articles.

The first *Canadian Journal of Neurological Sciences (CJNS)* was published in 1974 in Winnipeg. In 1981, it became the official publication of the member societies of the CNSF, and in 2009 the responsibility for the *CJNS* publication came under the auspices of the CNSF, through the Editor-in-Chief.

##### **Today**

The *CJNS* continues to encourage the publication of papers from all branches of Neurosciences. Journal policy is based on the firm belief that specialists working on the nervous system share many common interests and have important ideas to communicate to each other.

The *CJNS* publishes original work in both the clinical and basic neurosciences. The circulation is currently 7800 and consists of Society members, non-members and institutions in Canada, the United States and abroad.

The *CJNS* is published in January, March, May, July, September, and November. It is distributed in electronic format only.

All articles published since 1974 are available online. Article references will link to their electronically published source, if it is available.

In addition to regular review articles on various topics, the *CJNS* features "Canadian Association of Neuroscience Reviews" and other articles that highlight "Progress in Clinical Neurosciences". Peer reviewed supplements are also published on selected topics.

The Editor is appointed by, and accountable to, the CNSF Board of Directors and is responsible for the scientific content of the *CJNS*. Major decisions regarding journal operations are made by the CNSF Board of Directors.

##### **Mission**

The *CJNS* mission is to enhance the care of patients with diseases of the nervous system through the publication of peer-reviewed and non-peer reviewed resources for professionals in neurology, neurosurgery, and the neurosciences.

##### **Goals**

The Goals of the *CJNS* are to:

1. Remain a relevant publication for CNSF member Societies, members, and professionals in the Neuroscience field.
2. Improve the accessibility and visibility of the *CJNS*.
3. Increase overall impact of the journal, including but not limited to Impact Factor, Altimetric Attention, and usage.
4. Improve the operational effectiveness and efficiency.

**General Responsibilities of the Editor:**

- a. Oversees the scientific content of the *CJNS*.
- b. Appoints Associate Editors and Editorial Board members.
- c. Prepares and submits regular reports to the CNSF Board of Directors.
- d. Chairs the annual Editorial Board meeting.
- e. Invites articles and reviews.
- f. Awards the “*CJNS* Distinguished Reviewer of the Year” to selected recipient.

**Specific Duties:**

- a. Oversees the scientific content of the *CJNS*
  - Ensures the journal’s submitted manuscripts are in keeping with the *CJNS* mandate and mission.
  - Makes editorial decisions on manuscripts and sends related correspondence to authors.
  - Manages peer review process in collaboration with editorial office and Associate Editor.
  - Works with the publisher to approve final version of all published content, including final issue TOC.
- b. Appoints Associate Editors and Editorial Board members
  - Appoints and oversees Associate Editors for specific topics.
- c. Prepares and submits reports to the CNSF Board
  - Submits reports that include subscription statistics, readership, circulation, impact factor, editorial issues, and other related information.
- d. Acts as chair at the annual Editorial Board meeting
  - Prepares agendas and Editor’s report for meetings.
  - Approves minutes from the last Editorial Board meeting before they are distributed.
  - Ensures appropriate materials are distributed to meeting participants prior to meetings.
  - Ensures that meetings have a quorum in order to hold a legal vote.
- e. Invites articles and reviews
  - Liaises with members of the six Societies of the CNSF to solicit articles and reviews.

- Works with Secretariat office to develop marketing campaigns to increase manuscript submissions and reviewer participation.
  - Ensures reviewers are acknowledged for their hard work and the names of reviewers are included in the March issue of the *CJNS* each year.
- f. Awards the “*CJNS* Distinguished Reviewer of the Year” to selected recipient.
- Reviews and evaluates the list of reviewers who regularly submitted timely and high-quality reviews of manuscripts for the year.
  - Takes into account the amount of reviews submitted by each referee during the year.
  - Presents the “*CJNS* Distinguished Reviewer of the Year” award to the winner at the CNSF Congress.
- g. Works with the *CJNS* publishing arm the Cambridge University Press.

**Skill and Knowledge Requirements:**

- Background in scientific research and publishing, especially electronic.
- Interest in and extensive knowledge of the business of medical publishing.
- Broad network for encouraging participation from authors and reviewers.
- Knowledge of establishing and implementing goals, strategy and tactics.
- Knowledge of the mission, organizational structure, and operations of the Canadian Neurological Sciences Federation (CNSF) and its member societies
- Must be a CNSF Member

**Term**

Four Years subject to renewal by the CNSF.