



## ESMO Open Editor-in-Chief

Job Title:	<b>Editor-in-Chief – ESMO Open</b>
Accountable to:	ESMO Executive Board.
Appointment:	Contracted for a 5-year term renewable for a maximum of one additional 5-year term. The first 12-18 months is a probationary period with a review by the ESMO Executive Board after the first 12 months.
Start date:	Hand-over with outgoing Editor-in-Chief from July 2023 and mandate officially starting 1 January 2024.
Time Commitment:	Estimated to be at least 12 hours per week.
Remuneration:	The Editor-in-Chief receives an honorarium.

*ESMO Open* is an official journal of the European Society for Medical Oncology and open access companion journal to *Annals of Oncology*. The Journal launched in 2016 and in 2022 achieved an Impact Factor of 6.883. From 2021 the Journal has been published by Elsevier.

### Overview of the Opportunity

The current Editor-in-Chief steps down at the end of 2023 and the ESMO Executive Board seeks a new Editor-in-Chief who can further advance the Journal's reputation and growth.

Currently the Editor-in-Chief role is hands-on, with the Editor-in-Chief processing a number of manuscripts personally. Administration support will be provided by a professional Editorial Office based at the publisher in Oxford. The Editor-in-Chief delegates a large proportion of submissions to appropriate Associate Editors. The Associate Editors currently have advisory authority on manuscripts assigned to them according to their designated areas of interest and expertise, with the Editor-in-Chief handling manuscripts in his/her own field, and acting as the final decision maker on all submitted manuscripts. The Editor-in-Chief also has the routine support of ESMO's Executive Editor of Journals.

The Editor-in-Chief post receives an honorarium. The remuneration will be dependent on a number of factors, not least the time commitment envisaged for the Editor-in-Chief as part of proposals presented.



## Editor-in-Chief's Responsibilities

The Editor-in-Chief is the lead editor and ultimately responsible for the academic content of the journal, and is responsible for:

- directing the overall strategy of the journal (in cooperation with the Publisher) to be approved by the ESMO Executive Board;
- reviewing and deciding upon submitted manuscripts; and
- acting as an ambassador for the journal and commissioning content and fielding submission enquiries as appropriate.

In addition, 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. The Editor-in-Chief 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.
- recognizes and respects that the ESMO Executive Board may set the over-arching mission of the Journal and that the editorial responsibilities awarded with the role are ultimately in the light of the Society's overall mission and purpose.
- shall recognize that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest.
- 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.
- 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 and the Editor-in-Chief should stimulate submission of such manuscripts either directly or via the wider Editorial team.



- 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. The Editor-in-Chief may delegate manuscript selection to Associate Editors or other members of the Editorial team. However, the Editor-in-Chief remains the final arbiter for all material published in the Journal.
- 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.
- 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 to the same standards of peer review as applied to normal manuscripts.
- 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, the Editor-in-Chief 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.
- is responsible for clearly defining and implementing the Journal’s ethical standards. The Editor-in-Chief 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.
- 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.
- 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.



- will work with editorial office staff and the Executive Editor, who is responsible for the operation of the editorial office, including budgeting, and the business management of the Journal.
- 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.
- will not disclose confidential information unless authorized by the source of that information, or there are allegations of misconduct that require access to that confidential information for proper investigation, or the Editor-in-Chief is required by law to disclose that information.
- 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.
- shall conduct at least one Editorial team meeting each year, during which the Editor-in-Chief 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 Journal.
- will present new Editorial team appointments to the ESMO Executive Board. The Editor-in-Chief will present any changes in the structure of the Editorial team (such as creation of new sections or additional functions) to the ESMO Executive Board.
- cannot Chair or present at any industry sponsored satellite symposium taking place at ESMO meetings.
- may participate in scientific advisory boards but cannot be a permanent member of the Board or employee of any therapeutic or diagnostic company.
- will be a member of the ESMO Council, participating in the annual strategy meeting typically held end January each year and an additional meeting held in conjunction with the annual ESMO Congress in Europe.



## Person Specification

The Candidate must:

- a) be a medical doctor practising in the field of medical oncology
- b) be an acknowledged leader in oncology
- c) have consent from their employing institution to support taking up such a position
- d) be a Full Member of the Society
- e) ideally have some years of experience of working in positions of responsibility within ESMO
- f) fulfil the further requirements of the job description as set by the ESMO Executive Board

The candidate must not:

- g) currently hold a position in a for-profit healthcare organisation (excluding healthcare professionals in hospitals), pharmaceutical, diagnostic, biotechnology, medical technology and research, commercial medical education company or organisation, whether paid or not (except as a member of a scientific board or advisory board)
- h) have ever been sanctioned under the Society's Code of Conduct
- i) be a member of the ESMO Executive Board
- j) be the Chairperson of a Permanent Committee or Faculty Group Coordinator
- k) be a non ex officio member of the ESMO Council
- l) be a current ESMO Staff member
- m) hold the position as Chairperson of the Nomination Committee
- n) hold the position as Editor-in-Chief or Deputy Editor-in-Chief of any other Journal title owned by ESMO and/or of any other international medical professional society, if this latter position adversely affects ESMO's interests

Personal attributes:

The candidate should be able to demonstrate that they:

- o) are committed to the mission, strategic goals, values and vision of ESMO
- p) have a track record of leadership and active contribution to ESMO's mission
- q) show unquestionable commitment to the highest level of professional and personal ethics
- r) are willing and able (in terms of time and knowledge) to accept the workload and responsibilities inherent to this position



s) are able to create a positive atmosphere for constructive teamwork

**Commitments:**

The candidate, as a condition of application, acknowledges that they:

- t) will be willing and able to attend a face to face interview with the Selection Committee and agree to a mandatory background check by an independent third party provider appointed by ESMO as well as to file any other documents and information required or requested
- u) will, if appointed, be committed to resign/withdraw at the latest by the start of the term of office from any employment or leadership position as an officer or in a body of any international medical professional society, research group, foundation or charity, whether paid or not, if this position adversely affects ESMO's interests according to the Executive Board's evaluation

In addition, the Editor-in-Chief must fulfil the following requirements:

- a) have very good written and spoken communication skills in English
- b) demonstrate a strong record of contributing to Editorial Boards
- c) have substantial and recent experience in managing or conducting research of international quality
- d) have an excellent international network amongst researchers
- e) have an excellent scientific track record in oncology and its underlying sciences, with a strong record of publication
- f) hold or have held an academic position

**Application Process**

- 1) Candidates must submit a Declaration of Interests (DOI) statement according to the ESMO policy in place.
- 2) Submit documentation:
  - a) Photograph (portrait, in colour and high resolution)
  - b) Completed application forms for the Editor-in-Chief position
    - Letter of motivation of maximum 3-5 pages outlining vision and strategy for the journal over the five-year mandate



- Comprehensive list of current and past positions within ESMO (indicating the role and duration of term of office)
  - Comprehensive list of current and past positions as an employee, officer or in a body of a company, society, foundation, charity or organisation, paid or not (indicating the role and duration of term of office)
- c) Completed biography form as provided by the Selection Committee (not more than 600 words)
- d) CV of maximum three pages including details of any positions held with other journals, publication metrics (including h-index and number of citations)
- e) Appendix with details of ten most important publications
- 3) Confirm availability to attend a face to face interview with the Selection Committee on the 25 or 26 January 2023.
- 4) Be subject to a due diligence background check by an independent third party provider appointed by ESMO.
- 5) Provide a letter from the employing institution indicating its support for the prospective candidate in taking up the position.