



## **Annals of Oncology Editor-in-Chief**

Job Title:	<b>Editor-in-Chief – Annals of Oncology</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.

*Annals of Oncology* is Europe's leading medical oncology journal and in 2022 achieved an Impact Factor of 51.769. *Annals* is the official journal of the European Society for Medical Oncology (ESMO) and is 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 scientific reputation and growth. In recent years the journal has grown significantly in terms of submissions, amount of published material, readership and impact factor. This appointment provides an ideal opportunity to review the current operation of the Journal and consider new approaches to take it into the next stage of its development.

Currently the Editor-in-Chief role is hands-on, with the Editor-in-Chief processing a number of manuscripts personally. Administrative support is provided by a professional Editorial Office based in Lugano and Oxford. The Editor-in-Chief delegates a large proportion of submissions to appropriate Associate Editors based on subject area. There is scope to review these arrangements, but the smooth running of the Journal remains paramount. Further details on the current operation of the Journal can be discussed with the Executive Editor.

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.



## **Purpose of the Role**

The ESMO Executive Board views *Annals of Oncology* as a prime feature of the Society and expects anyone appointed to the position of Editor-in-Chief to approach the position with all due priority and respect. The Editor-in-Chief should recognize that the Journal operates in an extremely competitive environment and that authors have many choices to submit their best manuscripts; in that respect, the Editor-in-Chief will at all times act as a true ambassador for the Journal in all scenarios, representing the Journal (and Society), working with the Publisher, wider Editorial team and Society to raise its profile and encouraging high-quality submissions that support the Journal's mission.

## **Editor-in-Chief's Responsibilities**

- 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief shall recognize that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.



- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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 the same standards of peer review as applied to normal manuscripts.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.



- The Editor-in-Chief will work with editorial office staff under the Executive Editor, who is responsible for the operation of the editorial office, including budgeting, and the business management of the Journal.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief 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.
- The Editor-in-Chief cannot Chair or present at any industry sponsored satellite symposium taking place at ESMO meetings.
- The Editor-in-Chief may participate in scientific advisory boards but cannot be a permanent member of the Board or employee of any therapeutic or diagnostic company.
- The Editor-in-Chief 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.