

## Applications Invited for the Editor-in-Chief, ILAR Clinical Rheumatology 2024-2028

During the late spring and summer of 2023, the ILAR Executive Committee and the *Clinical Rheumatology* Editorial Board will review applications for the position of Editor-in-Chief, ILAR *Clinical Rheumatology*. **Applications must be received no later than June 5, 2023.**

### Term Dates

The official term of the ACR Open Rheumatology editorship is **January 1, 2024–December 31, 2028**. However, some of the duties of the new Editor will begin in the early fall of 2023 to allow for some training of the new editor and as editor responsibilities transition from the current to the new Editor-in-Chief.

### Requirements and Selection Criteria

Applicants must be a current member in good standing of one of more of the following associations:

- ACR
- EULAR
- APLAR
- PANLAR
- AFLAR

Previous or current service as an Associate Editor, Co-Editor, Deputy Editor, or Editor-in-Chief of an academic journal is preferred.

Applicants for the position of Editor-in-Chief, must review and comply with the ILAR Ethics and Disclosures principles as outlined in the [Code of Conduct](#) and supported by the Committee on Publication Ethics, of which ILAR is a member.

The following criteria will be considered in reviewing the applications for ILAR *Clinical Rheumatology* Editor-in-Chief:

- Professional stature
- Broad medical knowledge with both research and clinical expertise
- Leadership capabilities/maturity/judgment
- High ethical standards/impartiality/intellectual honesty
- Editorial experience
- Timeliness/responsiveness/productiveness in collaborative situations
- Philosophy/vision statement
- Strategic planning skills
- Comfort with technology
- Sensitivity to the needs of journal editors and staff
- Ability to professionally respond to questions on ethical/logistical issues
- Time availability
- Institutional support
- Global assessment

## Editorial Roles and Responsibilities

The Editor-in-Chief, either on their own or through their delegation to the Co-Editor-in-Chiefs, Associate Editor-in-Chiefs and/or Editorial office Staff, shall:

- Impartially identify qualified reviewers to review submitted manuscripts and implement procedures for the completion of prompt reviews by reviewers selected by the Editor-in-Chief. Editor-in-Chief has final authority on decisions regarding acceptances, rejections, and revisions.
- Monitor and keep records of reviewer performance to retain only those who meet reasonable standards for time and quality of reviews.
- Provide accepted manuscripts to comprise Journal issues that meet the page and article budgets as agreed by ILAR and the Publisher.
- Conduct impartial manuscript review process and maintain manuscript and editorial office files.
- Confirm authors' phone, fax, e-mail, and mailing addresses.
- Professionally correspond with authors regarding revisions, rejections, and acceptances.
- Obtain from all authors of all accepted manuscripts a form disclosing any conflict of interest and stating that the individual agrees to be an author of the final article, contributed substantially to the work, and assigns copyright transfer (ILAR shall provide to the Editor-in-Chief all such required disclosure and agreement forms to be used by the Editor-in-Chief and the editorial staff to meet the obligations under this section.)
- Verify permission to use previously copyrighted material and verify permission from patients to use any photographs showing faces, both in accordance with policies and procedures which ILAR shall provide to the Editor-in-Chief.
- Work with Publisher to prepare a statistical report twice a year for the ILAR Executive Committee.
- Provide overall leadership and direction to the Editorial Board, Associate Editors, and Reviewers.
- Provide direction and careful consideration of all content submitted to the Journal, with an eye to maximum utilization of the content.
- Encourage submissions of scientific manuscripts, including solicitation of review articles, editorials, and commentaries to the Journal.
- Direct and supervise an online peer review process that is both time-sensitive and equitable.
- Work with the Publisher to identify topics for publication as special issues or supplements to the Journal.
- Appoint Associate Editors and Editorial Board members, in consultation with ILAR and Publisher.
- Maintain regular communication with the Associate Editors, Editorial Board and Publisher.
- Ensure that the Journal adheres to the guidelines of the Committee on Publication Ethics and International Committee of Medical Journal Editors.
- Conduct a meeting of the Editorial Board during either ACR's annual meeting or EULAR's annual congress.
- Report bi-annually to the ILAR Executive Committee on CLRH performance.
- Agrees to adhere to and abide by the Publisher's Code of Conduct.

## Honorarium

ILAR shall compensate the Editor-in-Chief for their time which will be paid in quarterly installments each year. Upon direction by the Editor-in-Chief, stipends are to be paid to the Deputy Editor, Senior Associate Editor, and Associate Editors. The balance remaining shall be paid to the Editor-in-Chief.

## Steps to Apply

1. Read the ILAR *Clinical Rheumatology* Editor-in-Chief [Background Information](#)
2. Review the [Code of Conduct Guidelines](#) and identify any potential considerations
3. Download, review and complete the [ILAR Clinical Rheumatology Editor Application FINAL.docx](#)
  - a. Provide the following required information/documents and submit application 1 combined PDF including:
    - Completed Application
    - Personal Letter of Application explaining your interest in the Editor-in-Chief position and the qualifications and experience you would bring to the position
    - Current Curriculum Vitae (CV)
  - o PDF Letter from Applicant's Institution indicating support for your application to the position. The letter should clearly indicate the institution's enthusiasm for, and willingness to be supportive of, the editorship, particularly regarding protected time and effort. The letter should state that the institutional support described is a commitment throughout the Editor's term.
4. Optional: separate PDF versions of any supplementary materials the applicant wishes to submit in conjunction with the application.
5. **Deadline for submitting materials: Monday, June 5, 2023**
6. **Applications must be submitted via email to ILAR at [ilar@rheumatology.org](mailto:ilar@rheumatology.org)**

**The subject line should include the last name/surname of the applicant and "ILAR Journal Editor in Chief Application"**

7. Individuals who are applying (or who are considering applying) for this position are encouraged to contact any of the following individuals if they have questions:
  - Steve Echard, Executive Secretary, ILAR ([sechard@rheumatology.org](mailto:sechard@rheumatology.org))
  - Douglas White, ILAR Executive Committee President ([dwhite@rheumatology.org](mailto:dwhite@rheumatology.org))
  - Stephanie Graham, ACR Senior Director of Governance ([sgraham@rheumatology.org](mailto:sgraham@rheumatology.org))
  - Dr Carlos Pineda, current ILAR Editor-in-Chief ([carpineda@yahoo.com](mailto:carpineda@yahoo.com))