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EDITOR-IN-CHIEF
American Journal of Kidney Diseases (AJKD)

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The American Journal of Kidney Diseases (AJKD) is a monthly publication that currently receives over 1,600 submissions annually. The National Kidney Foundation (NKF) owns AJKD and contracts with the publisher, Elsevier, to publish the journal. Critically, editorial independence is crucial to scientific inquiry, and the EIC and his/her team are solely responsible for the content of the journal. The editorial team welcomes advice from the NKF and the publisher, but the final authority for the content of AJKD resides with the editorial office.

Information on the journal’s content and a description of its editorial policies, which concern such issues as the article consideration process and conflict of interest procedures, is available in the AJKD Information for Authors & Editorial Policies, which is accessible at the journal website (www.ajkd.org).

According to the 2013 Journal Citation Reports published by Thomson Reuters, AJKD has an Impact Factor of 5.756, making it the top-ranked journal focusing on clinical nephrology.

The National Kidney Foundation is now actively seeking a new Editor-in-Chief to manage and lead the Journal for a five-year term beginning January 1, 2017.
Personnel

AJKD is funded to support the activities of 1 Editor-in-Chief (EIC), 1 Deputy Editor (DE), 5 Co-Editors, and 5 Specialty Editors (1 Education Editor, 1 Pathology Editor, 2 Statistical Editors, and 1 Blog Editor). The full Editorial Board further comprises the Feature Editors with their Advisory Boards and the Associate Editors; combined, this currently accounts for another 60+ individuals who are associated with the journal.

Content

AJKD content spans clinical research (Original Investigations, Research Letters), case-based findings (Case Reports, Teaching Cases), reviews (Narrative Reviews, Perspectives, In Translation, In Practice), features with an educational, historical, or human interest emphasis (Core Curriculum in Nephrology, Quiz Page, the World Kidney Forum, In a Few Words), Special Reports, and Editorials. Procedures pertaining to submission, review, and revision are primarily defined by the identity of the handling editor (Co-Editor or Feature Editor). In general, content handled by the Co-Editors that is not immediately triaged is reviewed by external reviewers, with editorial decisions made at a weekly meeting involving the EIC, DE, and Co-Editors. Content handled by a Feature Editor generally is not discussed at an editorial meeting, is often solicited, and is handled with the assistance of Advisory Boards.

Roles and Responsibilities

Editor-in-Chief and Deputy Editor

The NKF selects the EIC for a 5-year term. Since 2006, the EIC has appointed a DE to share the managerial and editorial responsibilities. Once an EIC is selected, the EIC/DE establish an editorial office, including implementing the budget, arranging space and hiring office staff (currently a Managing Editor, Associate Managing Editor, and Editorial Assistant, as well as freelancers who together correspond to another full-time equivalent).

The EIC and DE are jointly responsible for defining an overall strategy for the journal and upholding the mission of the publication. As the positions are currently defined, the DE and EIC perform complementary roles in terms of editorial decisions; further detail is provided in the Time and Effort section of this document. In brief, the DE evaluates each submission and assigns to an appropriate handling editor, recommending whether the manuscript should be sent to reviewers or rejected without review, based on how it ranks relative to other submissions under consideration. Overall, 60% of submissions are rejected without review. At the time of a decision to revise, the DE’s involvement with the manuscript is limited, with the EIC, in conjunction with the handling editor, assuming the paramount role through the revision and reconsideration process. The EIC also handles Letters to the Editor, and, in conjunction with either the DE or a Co-Editor, handles Editorials.
The editorial office is currently using Editorial Manager (EM) as its online submission system. All processes described in the Time and Effort section take place within the framework of EM; the progress of each manuscript is seamless—from the author’s first submission, through external peer review, to transmittal of the final revised version to Elsevier for publication.

**Co-Editors and Specialty Editors**

The EIC and DE select Co-Editors, who have also traditionally been appointed for 5 years. Historically, the Co-Editors resided in the same city as the EIC and attended editorial meetings in person; more recently, with several experienced Co-Editors moving to other cities, the trend has been toward remotely based Co-Editors and meetings by conference call. Co-Editors handle the majority of the journal's content. In addition, the Co-Editors are responsible for handling Editorials or correspondence pertaining to articles they have handled.

Traditionally, the EIC has also selected an Education Editor, who handles the *Quiz Page* and the *Core Curriculum in Nephrology*, and who serves as an educational advisor for reviews and teaching cases, offering suggestions for revision or assisting the authors in making their educational message as clear and effective as possible. Similarly, the EIC has selected a Pathology Editor, who has been responsible for the *Kidney Biopsy Teaching Case*, and reviewing manuscripts and answering questions regarding pathology. Recognizing the need for better engagement with the nephrology community, particularly the younger demographic groups, the EIC has instituted the position of Blog Editor, who, with guidance from the Education Editor, is responsible for obtaining and producing content for the journal’s social media ventures.

Given the increasing complexity of research methods, particularly in observational studies, the role of Statistical Editor was expanded in 2006; currently, *AJKD* has 2 Statistical Editors who share responsibility for assessing all manuscripts that include statistical analyses. The Statistical Editors are biostatisticians and/or epidemiologists who contribute feedback and concrete guidance to authors through revision letters and who serve as an expert resource for the handling editors and EIC.

**Feature Editors and Advisory Boards**

*AJKD* publishes a wide variety of features that are overseen by Feature Editors and Advisory Boards. The Feature Editor may be an editor who already has a role within the journal (e.g., the *In Practice* feature is currently handled by the DE) or may be an individual specifically recruited by the EIC and DE. Feature Editors frequently select individuals to serve on feature-specific Advisory Boards, which provide a pool of reviewers well-versed in the article type and who can suggest topics and/or potential authors. The feature article types may be invited or spontaneously submitted. In all cases, the EIC and DE work with Feature Editors and their advisory boards to develop each of these article types.

**Editorial Board**

In consultation with the Co-Editors and Specialty Editors, the EIC and DE select Associate Editors, who form the Editorial Board. These board members are asked to serve for 2½ years and are
expected to contribute to the mission of the journal by reviewing regularly, serving as Acting EICs when needed for manuscripts that are connected to the Editors, reviewing supplements, and submitting high-quality content. In addition, Associate Editors are asked to attend an annual Editorial Board meeting (held during Kidney Week) and to provide feedback and content coverage suggestions to the EIC and DE. Associate Editors are chosen for their expertise and to reflect the diverse distribution in geography and interests of the authors and readers of *AJKD*.

**EIC & DE Time and Effort**

**Meetings and Supervision of Editorial Office Staff**

- Attend weekly *AJKD* editorial meeting (2½-3 h/wk each for EIC & DE)
- Meet with editorial office staff each week to answer questions that arise in the day-to-day management of the journal, assign accepted articles to each issue of the journal and select each issue’s cover image, rule on editorial disputes in accordance with best publishing practices, monitor journal metrics and the publishing pipeline, assess and update journal procedures and policies, plan new journal initiatives, and oversee the journal’s strategy discussions with the NKF and publisher (1-1½ h/wk each for EIC & DE)
- Provide guidance to editorial office staff regarding issues that arise between operations meetings (½ h/wk each for EIC & DE)

**Manuscript Handling**

- The DE reviews each new manuscript submission and assigns to appropriate handling editor, with initial recommendation of whether to reject or review (5 h/wk for DE)
- The DE invites reviewers as needed during Co-Editor absences and serves as the Co-Editor as necessary during Co-Editor absences (2 h/wk for DE)
- The DE compiles editorial meeting discussion into draft language to be incorporated as revision requests/queries into revision letters (no time commitment beyond editorial meeting attendance)
- The EIC reviews each manuscript for which a revision (or a further revision) is being requested, and edits and approves the revision letter before it is sent; as listed below, the depth of involvement depends on the article type (9 h/wk for EIC)
  - For manuscripts presented at the editorial meeting, the EIC has participated in the discussion and contributes heavily to drafting and organizing the editors’ comments and requests to the authors. This process is handled by email in coordination with the responsible handling editor, the Statistical Editor (if applicable), and the editorial office staff (who collate the letters and contribute style/format requests). Handling of revisions of *Original Investigations* often includes assistance in preparation of structured abstracts (which not infrequently require rewriting by the EIC).
For articles handled by a Feature Editor, which are typically not discussed at an editorial meeting, the Feature Editor, Advisory Board, Education Editor (if applicable), and editorial office staff prepare the bulk of the letter; thus, the EIC typically needs to add fewer revision requests to the revision letter, but not infrequently must rule on matters not yet resolved by the participating editors.

- Revision requests for authors of invited editorials typically entail an edited, annotated document file, rather than a formal revision letter
  - For editorials that are to accompany *Original Investigations*, the EIC edits and comments upon each draft in concert with the relevant handling editor or DE (6 h/mo for EIC; 1 h/mo for DE)
  - For *In the Literature* editorials, often the DE serves as the handling editor, and the DE and EIC share editing duties (2 h/mo each for EIC & DE)

- The EIC may also directly edit a manuscript document when making decisions on items of Correspondence (1 h/mo for EIC)
- The DE serves as Feature Editor for In Practice (3 h/mo for DE)
- Together with the DE, handling editor, and Specialty Editors (if relevant), the EIC is responsible for considering all requests for rebuttal (1 h/mo each for EIC & DE)
- For certain article types that may need special handling (e.g., KDOQI publications, rush articles, joint publications, supplements), the EIC and DE often work together to handle the consideration and revision processes (10 h/y for EIC; 20 h/y for DE)
- When potential errors are brought to light in published articles, the EIC works together with the handling editor (and Statistical Editor, if relevant) to develop and approve any errata that arise (12 h/y for EIC)

**Acquisition of Journal Content**

- The EIC and DE help identify topics of interest to the journal’s readership and approach potential authors to contribute articles on these topics. The DE and EIC both act as ambassadors for the journal, and encourage submission of high-quality research. (¼ h/mo for EIC; 1 h/mo for DE)

**Communications with the Board**

- The EIC and DE are responsible for keeping the Editorial Board members engaged and aware of current journal priorities and projects. This responsibility is fulfilled by periodic email updates and preparation of a presentation for the annual Editorial Board meeting. In addition, the EIC and DE work with Feature Editors as needed to plan and refine feature content. Often this is handled via email correspondence, but conference calls may also be held. (10 h/y for EIC; 5 h/y for DE)
Miscellaneous

- The EIC and DE edit and approve capsules summaries of selected articles from each issue, published monthly in print and online as “This Month in AJKD” (1 h/mo each for EIC & DE)
- The EIC and DE work with editorial office staff, the Blog Editor, and the Education Editor to ensure the goals of the blog and its special projects align with those of the journal and the AJKD brand (5 h/y each for EIC & DE)
- The EIC and DE consider applications for supplements and determine their suitability for the journal (2 h/y each for EIC & DE)
- By email exchange with the publisher, the EIC reviews and approves all advertisements that appear in the journal (¼ h/mo for EIC)

Characteristics of an Ideal EIC/DE

The ideal AJKD EIC/DE combination should have:

1) an international reputation as an outstanding clinician, clinical investigator, and educator in nephrology,
2) a demonstrated commitment to constructive participation in academic peer review,
3) a thorough understanding of and strong desire to promulgate the standards defining quality reporting of observational studies and clinical trials,
4) the energy and dedication to meet deadlines and to find time virtually every day over a period of 5 years (often including days when he/she is out of town attending meetings, etc.) to devote to AJKD,
5) no major conflicts of interest (as defined in AJKD policy),
6) an ability to work diplomatically with authors, other editors, and reviewers,
7) intellectual curiosity and enthusiasm for the field of nephrology as a whole,
8) an interest in remaining abreast of issues and developments in medical publishing,
9) an unwavering commitment to quality, integrity, and the principles of academic freedom,
10) a willingness to work within an online manuscript handling system and handle voluminous email correspondence,
11) membership in and familiarity with goals and programs of the NKF,
12) the cooperative spirit essential to handling whatever needs to be handled, regardless of job description, particularly during those occasions when life intervenes.
How to Apply

Completed applications are due **June 30, 2015**. Nominations, accompanied by a curriculum vitae and a cover letter describing the candidate’s qualifications and goals for the journal should be sent to the Chair of the Search Committee:

Jeffrey S. Berns, MD  
President  
National Kidney Foundation  
30 East 33rd Street  
New York, NY 10016

Or via email to kerryw@kidney.org

For more information or to discuss the position in greater detail, please contact Kerry Willis at (212) 889.2210, ext 187.