

Norland Educare Research Journal

Editor in Chief - Job Responsibilities

Strategic

In consultation with the Research Manager and Vice Principal - Learning, Teaching and Research, the Editor in Chief:

- Ensures the development and establishment of the journal, as a credible publication among the international academic, research and professional community.
- Develops and implements a clear strategy for increasing the number of high-quality submissions, usage, citations and takes other measures of success for the journal.
- Maintain currency of understanding of, and take steps to address, threats to publication integrity, including paper mills and misuse of Artificial Intelligence (AI).
- Raises the profile of the journal through active promotion and soliciting high-quality papers for publication.
- Acts as the senior authority on all matters of editorial policy, decisions, and scope, acting with impartiality, confidentiality and fairness.
- Selects and invites appropriately qualified researchers to serve as editors, ensuring there is adequate subject, research representation and geographical spread, to grow the journal's international presence
- Leads and works with the Editorial Board to promote the journal and to publish high-quality papers.
- Provides policy advice to Editors and/or arbitrate over disputed decisions.
- Deals with issues concerning research and publication misconduct according to the guidelines of the Committee on Publication Ethics
- Ensures annual subscription with Datacite is in place for issuing DOIs for published papers.
- Ensures renewal of contact with EPrints for the maintenance and upgrade, if required, of the Journal repository
- Ensures that proof reading and copy-editing of papers is undertaken in a timely manner.
- Ensures that the journal circulation list is regularly updated and shares it with Norland's marketing department.
- Liaises with the marketing department for the circulation of call of papers, the published issues of the journal, and Press releases.
- Writes reports or provides updates on journal matters as required by Norland.
- Supports Norland staff on publishing their research, as per Norland's research-related Key Performance Indicators
- Attend appropriate forums and meetings to promote the journal.

Editorial

The Editor in Chief:

- Prepares and circulates calls for papers.
- Commissions and encourages national and international submissions.
- Handles the peer review of extended abstracts and submitted full papers.
- Reviews extended abstracts and submitted full papers and selects appropriate reviewers.

- Delegates the management of peer review to individual manuscript editors, where appropriate.
- Makes decisions on the acceptability of the paper for publication, based on the recommendations of paper reviewers and their own opinion.
- Ensures that authors receive rigorous and constructive peer reviews.
- Deals with authors enquiries and all other matters promptly.
- Provides final editorial feedback for book reviews.
- Authors front matter and contents page, editorial, and peer reviewer acknowledgements.
- Manages the process for creating DOIs for each item to be published using EPrints, and monitors DataCite for accuracy of information.
- Maintains rapport and appropriate communication with the, editorial board, authors, reviewers, administrator, research associate, research manager, proofreader and other involved parties.
- Hosts an annual editorial board meeting, prepares the agenda and associated papers and chairs the meeting.
- Organises quarterly meetings with the Journal editors, prepares and shares the agenda and relevant papers, and chair the meetings.
- Monitors and assesses the performance of editors; provides thoughtful guidance when necessary to improve performance.

Financial

While the Editor in Chief is not directly responsible for the *Journal's* budget, they prepare the annual budget required for the attention of Norland.

Conflict of Interest

The Editor in Chief is expected to reveal any conflicts of interest in undertaking this role.

Other matters

To fulfill the role, it is necessary the editor in Chief to:

- Have access to Norland Surface Pro, support from Systemagic, and the policies site in Norland's sharepoint
- Be assigned a Norland email address.