

Editor-in-Chief of the *Journal of the American Ceramic Society*

## OVERVIEW

The Editor-in-Chief (EIC) is the principal architect of the scientific content of the *Journal of the American Ceramic Society* (JACerS), setting the vision, policies, and goals for the Journal. The EIC will actively solicit the best fundamental science manuscripts from the best researchers in the ceramics and glass community to be published in JACerS. The EIC is charged with supervising and mentoring the JACerS editorial team and with working closely with the ACerS and Wiley publications staff to ensure the high scientific and ethical standards of the Journal and the Society. The editorial team comprises a part-time corps of 12 editors and more than 100 volunteer associate editors.

## PRINCIPAL RESPONSIBILITIES

- A. Act as ambassador to the author/editor/reviewer/scientist community
- B. Establish content strategy for JACerS
- C. Lead JACerS editorial team, including hiring editors as needed
- D. Assign and balance workload
- E. Decide on questions of ethics
- F. Conduct and attend meetings

See description of EIC duties for details (below).

## CHARACTERISTICS OF HIGHLY EFFECTIVE EDITORS

- High personal/scientific standards
- Enthusiastic, energetic, and committed
- Highly respected and networked within the international community
- Active in research, with wide knowledge of subjects within scope of JACerS
- Strong leader, good sense of teamwork
- Effective and positive communicator
- Firm decision-maker
- Ability to work effectively with diverse viewpoints and approaches
- Effectively resolve misunderstandings
- Prompt and effective follow through
- Previous journal editorial leadership experience
- Respect confidential information
- Explore and embrace innovative technologies

The Editor-in-Chief is a part-time position. Although this position is part of the Journal volunteer structure, the Editor will receive a stipend and have a travel budget to reimburse expenses. If you are interested in applying for this position, please send a cover letter detailing your interest in the position along with your CV by January 10, 2022, to [jforeman@ceramics.org](mailto:jforeman@ceramics.org), 614-794-5864.

## Editor-in-Chief Duties

**A. Act as ambassador to the author/editor/reviewer/scientist community.**

The EIC is the public voice of JACerS and will exercise that voice through activities at conferences, via social media, and through interactions with the broader materials community. The EIC actively promotes JACerS to the relevant community; actively solicits manuscripts (e.g., feature articles, review articles, etc.) from leading practitioners to facilitate the publication of innovative fundamental science; partners with ACerS staff, editors, associate editors, ACerS Publications Committee and ACerS members to extend the impact of JACerS; participates in conferences, public discussions, and ACerS events; and works with publications staff to create marketing objectives to attract high impact authors and help the scientific/engineering community realize the value of JACerS.

**B. Establish content strategy for JACerS.**

The EIC monitors the marketplace and assures that JACerS covers state-of-the-art topics. EIC works with publications staff to initiate new features, new article types and original editorial content. The EIC partners with staff to set short- and long-term goals, objectives, and strategies for the journal. Typical items to be examined include nature and scope of the journal, features and enhancements, and author recruitment.

**C. Lead JACerS editorial team.**

EIC partners with publications staff to determine editorial and review structure, set standards for turnaround times, and ensure that standards are met. The EIC provides direction to editors and associate editors and ensures that they are performing their duties effectively, including maintaining quality and processing manuscripts at an agreed upon pace. The EIC will work with staff and Publications Committee chair to recruit and select qualified, diverse, and productive editors with appropriate expertise and representing regions of the world.

**D. Assign and balance work load.**

Working with staff, EIC uses Scholar One system to assign manuscripts to editors with the appropriate expertise. The EIC will monitor the workload of editors to ensure an equitable distribution of manuscripts. Though the editors will process the bulk of the manuscripts, EIC will process manuscripts for feature and review articles and those within his/her area of expertise. The EIC will ensure that editors understand the need to balance fast turnaround with thorough and accurate peer review and work with editors/staff to achieve those objectives.

**E. Decide on questions of ethics.**

The EIC upholds the strong ethics policies of ACerS. The EIC, in consultation with Publications Committee chair and staff, determines whether violations are of a sufficiently serious nature to warrant actions spelled out in ACerS Publications Ethics Policy.

**F. Conduct and attend meetings.**

With ACerS staff, the EIC will hold periodic teleconferences with JACerS Editorial Board, conduct in-person meetings at ACerS conferences, attend meetings with the publisher, and provide reports and input to ACerS Publications Committee. The EIC will discuss the direction of the journal, ideas for improvement, technology and other innovations, and make recommendations to create a positive impact on all facets of the journal.