



## The British Medical Ultrasound Society

### Job Description

#### **Role: *Ultrasound* Editor in Chief**

*Ultrasound* is the BMUS journal, which publishes research, best practice, reviews, educational articles, professional guidelines and case reports covering all aspects of medical ultrasound.

The Editor in Chief (EiC) is responsible for the content and quality of the journal, working closely with Deputy Editor(s), Science and Education (S&E) Committee, and *Ultrasound* Editorial Board to manage the commissioning of articles and planning of special issues.

The EiC and Deputy Editor(s) work closely with the publishers' production team to ensure that all submissions meet ethical standards, and are subject to rigorous and impartial peer review prior to publication.

#### **Responsibilities**

The role of the Editor in Chief is:

- To work with the S&E Committee, Stream Leads, Council, and Editorial Board to encourage the submission of articles that are within the scope of the journal, and in keeping with the charitable objectives of the Society.
- In collaboration with the Editorial Board and S&E Committee, plan special issues on ultrasound related topics that are of current interest and value to BMUS members and other *Ultrasound* readers. Arrange calls for papers for special issues in collaboration with the BMUS office and journal publishers.
- Assess all manuscripts submitted for publication in *Ultrasound* to ensure that they: are within the scope of the journal; meet basic quality standards; and have written consent and ethical permission, where required.
- Ensure that deputy editors and editorial board members have the right mix of expertise and special interest within the wider disciplines of Imaging, Physics, and Medicine. This is necessary in order to implement appropriate review of submitted manuscripts, to an adequate and satisfactory standard in a timely manner.
- Assign submitted manuscripts to a member of the Editorial Team (EiC or Deputy Editor) to manage the process of review and revision. The assigned editor will ensure that the submission is subjected to impartial, blind peer review, and assess the suitability of the manuscript for publication.
- Carry out final editorial checks and corrections on accepted manuscripts.
- Ensure that all associated materials . such as images and charts -- are in a form that is suitable for publication before submission to the publishers' production team.

- Plan the content and running order of each issue, liaising with the publishers' production team and the BMUS Executive Officer to ensure that articles and any advertising material are correctly formatted, and reach a suitable page count.
- Work with the S&E Committee (Stream Leads) and BMUS staff to quality-check the proceedings of the BMUS Annual Scientific Meeting, in preparation for online publication.
- Select accepted articles with suitable educational content for publishing on the BMUS website as online e-learning resources. Request test questions and answers from authors, and edit and upload these to the CPD website.
- Administer the annual competitions for best paper.
- In collaboration with the publishers and the *Ultrasound* Editorial Board, develop the content and quality of *Ultrasound* to enhance its impact in the literature and value to BMUS members.

### **Communications**

- Chairs the annual meeting of the *Ultrasound* Editorial Board (typically held at the BMUS Annual Scientific Meeting in December).
- Attends BMUS S&E Committee meetings.
- Provides regular reports on the activities of the journal to BMUS Officers and Council.
- Authors and invites Editorials to accompany each issue of *Ultrasound*.
- Liaises with the publishers on production and non-production issues relating to the journal.
- Contributes to the BMUS Newsletter as required.

### **Term of office**

The EiC is appointed by BMUS Council for 2 years commencing on the 1<sup>st</sup> of January. Council may then reappoint the EiC for further periods of 2 years, by mutual agreement.