

Request for Applications for the position of Editor-in-Chief of *Neuro-Oncology Pediatrics*

The Society for Neuro-Oncology (SNO) and the European Association of Neuro-Oncology (EANO) are accepting applications for the inaugural Editor-in-Chief of *Neuro-Oncology Pediatrics*.

Neuro-Oncology Pediatrics will be the fourth title in the *Neuro-Oncology* family of journals with an anticipated launch in mid-2025. Jointly owned by SNO and EANO, the new journal seeks to provide a multidisciplinary forum for the dissemination of basic science, translational research, and clinical trials on the topic of pediatric neuro-oncology.

Desired Qualifications

- An outstanding track record of investigations in pediatric neuro-oncology, with a strong record of publication.
- Substantial and recent experience in managing or conducting pediatric research of international quality.
- An excellent international network among leaders in the field.
- An excellent international network among researchers.
- Excellent communication skills in English.
- Strongly supportive of SNO and EANO's mission to advance CNS cancer care and cure.
- A commitment to fostering a collaborative, diverse, equitable, and inclusive work environment.
- A strong record of contributing to the review and editing of published material in the *Neuro-Oncology* family of journals.

The inaugural Editor-in-Chief (EiC) must be a SNO member in good standing, residing in North America. Upon the conclusion of the seven-year term, the subsequent Editor-in-Chief will be appointed by EANO. A full job description is provided below.

Top candidates will be contacted and asked to provide a detailed vision for the development of the journal and associated specific proposals for its operational development. Additionally, Zoom interviews with the search committee may be required. It is expected that the search committee will make a recommendation for the new Editor-in-Chief to the SNO Board of Directors in October 2024, and that an announcement of the Editor-in-Chief will be made prior to the SNO Annual Meeting in Houston.

To apply, please submit the following by October 1, 2024:

- A letter of interest that outlines your suitability and vision for the position (maximum 1 page).
- A biosketch that outlines your training background, relevant experiences and positions, and key publications (maximum 5 pages).
- Contact details, including e-mail address, and telephone number.

Questions regarding the position may be directed to Dr. Daphne Haas-Kogan, chair of the Editor-in-Chief Search Committee, c/o Shelley Pressley, shelley@soc-neuro-onc.org.

Please send your application materials by e-mail only to: Dr. Daphne Haas-Kogan, c/o Shelley Pressley shelley@soc-neuro-onc.org, with the subject line: Editor-in-Chief, Neuro-Oncology Pediatrics.

JOB DESCRIPTION

Job Title:	Editor-in-Chief <i>Neuro-Oncology Pediatrics</i>
Appointment:	Seven-year term (rotating between a SNO and EANO appointment)
Time Commitment:	Estimated to be approximately one day per week
Remuneration:	The Editor-in-Chief will receive an honorarium (currently \$10,000 per year)

OVERVIEW

Educational Scope

Neuro-Oncology Pediatrics will be the fourth title in the *Neuro-Oncology* family of journals with an anticipated launch in mid-2025. Co-owned by SNO and EANO, the new journal seeks to provide a multidisciplinary forum for the dissemination of basic science, translational research, and clinical trials on the topic of pediatric neuro-oncology. The journal is published by Oxford University Press.

The Editor-in-Chief serves a seven-year term. The initial Editor-in-Chief shall be a SNO member residing in North America, with this leadership role rotating to EANO for the subsequent term.

Overview of the Opportunity

The position is hands-on, with the EiC processing a number of manuscripts personally. Administrative assistance is provided by a dedicated Managing Editor, who is an employee of Oxford University Press and located in Europe. The Editor-in-Chief delegates submissions to the Executive Editors (chosen by EANO and ASNO) and Associate Editors (based on subject area expertise).

The Editor-in-Chief position receives a small honorarium. The remuneration is set by the SNO Board of Directors and will be dependent on a number of factors, including the time commitment envisaged for

the Editor-in-Chief as part of proposals presented and shall be commensurate with similarly situated society-owned publications.

Purpose of the Role

The Editor-in-Chief should recognize that the Journal operates in an extremely competitive environment and that authors have many choices to submit their best manuscripts. With that in mind, the Editor-in-Chief will at all times act as a true ambassador for the Journal in all scenarios, representing the Journal (and Society), working with the Publisher, wider editorial team and Society to raise its profile and encouraging high-quality submissions that support the Journal's mission.

RESPONSIBILITIES

Editor-in-Chief's responsibilities

- The Editor-in-Chief is responsible for ensuring that content of the Journal is accurate, credible, authoritative, relevant to the Journal's scope and mission, readable, and comprehensible. He/she is responsible for setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct. The Society recognizes and respects the editorial freedom of the Editor-in-Chief, based on both authority and autonomy.
- The Editor-in-Chief recognizes and respects that the Society may set the over-arching mission of the Journal (e.g., to be educational vs. pure academic research) and that the editorial responsibilities awarded with the role (as above and further in this document) are ultimately in the context of the Society's overall mission and purpose. The Society recognizes that their appointment of the Editor-in-Chief should be made with their overall mission for the Journal in mind.
- The Editor-in-Chief shall recognize that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest. He/she shall strive to advance the reporting of science in ways that ensure the highest standards of reliability, accessibility, openness, and integrity of the scientific enterprise. The Editor-in-Chief shall promote the broader ethical and communal interests of science in the public domain.
- The Editor-in-Chief is responsible for selecting manuscripts that are new, original, and important contributions to knowledge. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. Published manuscripts are expected to be logically consistent, and to refer appropriately to previous work.
- The Editor-in-Chief shall at all times be aware that the Society's members and other readers of the Journal demand the highest standards of clinical research; as such, reports from large, robust clinical trials are likely to be high priority manuscripts for consideration. He/she should stimulate submission of such manuscripts either directly or via the wider editorial team.
- The Editor-in-Chief is expected to appoint and utilize the expertise of an editorial board, other peer reviewers, and editorial staff in critiquing and selecting manuscripts for publication – this remit also extends to proactively commissioning manuscript submissions in areas identified in the Journal's editorial strategy. He/she may delegate manuscript selection to the Executive Editors or other members of the Editorial team. However, the Editor-in-Chief remains the final arbiter for all material published in the Journal

- The Editor-in-Chief will ensure that peer review and other related publication assignments are undertaken by qualified specialists, and that these specialists disclose relevant conflicts of interest as part of the regular review process.
- The Editor-in-Chief understands that members of the Society and other readers of the Journal appreciate supplements as an additional source of content published by the Journal and will encourage discussion of suitable supplement topics and review all supplement proposals on their individual merits according to the same standards of peer review as applied to normal manuscripts.
- The Editor-in-Chief is not responsible for the content of congress abstract supplements which must be peer reviewed by the appropriate scientific committee of the conference in question. However, he/she should feel free to raise concerns with the overall quality of a particular conference if that may have an impact on the quality of the abstracts published.
- The Editor-in-Chief is responsible for clearly defining and implementing the Journal's ethical standards. He/she is not responsible for investigating, judging, or punishing the author for ethical lapses, other than deciding if authors should be barred from submission to the Journal when academic misconduct has been documented. The Editor-in-Chief will establish the Journal's policy on notifying an author's institution of failure to comply with the Journal's ethical standards. Additionally, he/she is responsible for informing readers and secondary services of work formally found to be plagiarized, fabricated, or falsified. The Editor-in-Chief is reminded that Oxford University Press, and by extension the Journal, is a member of COPE and that COPE workflows and recommendations should be followed in all investigations of ethical issues.
- The Editor-in-Chief is responsible for establishing procedures to help maintain journal quality, identify errors and problems, detect trends that reflect deterioration in quality, and implement corrective actions as needed. He/she shall monitor the number and types of errors that appear in their journals.
- The Editor-in-Chief is responsible for monitoring editorial processing and production timelines (turn-around times for every stage from manuscript receipt to publication). This shall include monitoring acceptance and rejection rates of specific types of manuscripts, managing the inventory of accepted manuscripts, tracking reviewer performance, and assessing staffing needs.
- The Editor-in-Chief will act professionally, without prejudice or conflict of interest. The Editor-in-Chief will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications
- The Editor-in-Chief will not disclose confidential information unless: 1) authorized by the source of that information; 2) there are allegations of misconduct that require access to that confidential information for proper investigation; or 3) the Editor-in-Chief is required by law to disclose that information.
- The Editor-in-Chief shall refrain from using confidential information for personal gain and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.
- The Editor-in-Chief will work to increase the number of historically underrepresented external contributors (e.g. authors, editors, reviewers) in the Journal, and will ensure that the principles of diversity, equity and inclusion are embedded in every aspect of Journal activities.

- The Editor-in-Chief shall attend the SNO Annual Meeting and conduct at least one Editorial team meeting each year, during which he/she will provide the Editorial team with an update on the Journal, identify and discuss areas in need of performance improvement; and explore ideas for potential enhancements to the print and online Journal.
- The Editor-in-Chief will present new Editorial team appointments (including appointment of Executive Editors, and any supplement Guest Editors) to the leadership of the Society. Formal invitations will be sent only after the Society has been provided an opportunity to assess the suitability of proposed candidates.
- The Editor-in-Chief will present any changes in the structure the editorial team (such as creation of new sections or additional functions) to the Society. He/she will not implement such changes in Editorial Board structure until approved by the Society.

The Editor-in-Chief has the following responsibilities to authors*:

- Providing guidelines to authors for preparing and submitting manuscripts.
- Providing a clear statement of the Journal's policies on authorship criteria.
- Rendering timely decisions and responses to authors' queries.
- Protecting the integrity and privileged nature of every author's work.
- Setting and monitoring a policy on conflict of interest for authors, editors and reviewers.
- Describing a process for author appeals.
- Describing a process for responding to allegations of misconduct by authors.
- Providing guides for preparing and submitting manuscripts.
- Work with Associate Editors to select appropriate and knowledgeable peers to review each paper sent out for review and guiding the peer review process.
- Providing standards for peer reviewers, including maintaining confidentiality of manuscripts, setting appropriate deadlines, and supplying references to document their criticisms of the paper's shortcomings.
- Monitoring and ensuring the fairness, timeliness, thoroughness, diversity, inclusivity and civility of peer review editorial processes.

The Editor-in-Chief has the following responsibilities to readers*:

- Maintaining the quality of the Journal's content by ensuring that each article provides the evidence readers need to evaluate the authors' conclusions, so readers can trust what is printed.
- Requiring all authors to review and accept responsibility for the content of the final draft of each paper; this may involve signatures of only the corresponding author, or all authors.
- Maintaining the Journal's internal integrity (for example, separating or otherwise identifying science content, editorials, and advertising).
- Disclosing relevant conflicts of interest in all published manuscripts.
- Identifying the role of individual authors in all published manuscripts.
- Distinguishing objective peer-reviewed research and reviews from opinion, and editorial content from advertising and other promotional content.
- Providing a correspondence section to allow reader response and debate.
- Creating mechanisms to determine if the journal is providing what readers need and want (eg, reader surveys). *Reader surveys, whether formal or informal, will generally be managed by the Publisher in cooperation with the Editor-in-Chief.*

The Editor-in-Chief has the following responsibilities to peer reviewers*:

- Work with the Associate Editors to assign papers for review as appropriate to each reviewer's area of interest and expertise.
- Establishing a process for reviewers to ensure that they treat the manuscript as a confidential document and complete the review promptly.
- Informing reviewers that they are not allowed to make any use of the work described in the manuscript or to take advantage of the knowledge they gained by reviewing it before publication.
- Providing reviewers with written, explicit instructions on the journal's expectations for the scope, content, quality, and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work.
- Requesting that reviewers identify any potential conflicts of interest and asking that they recuse themselves if they cannot provide an unbiased review.
- Allowing reviewers appropriate time to complete their reviews.
- Requesting reviews at a reasonable frequency that does not overtax any one reviewer.
- Finding ways to recognize the contributions of reviewers, for example, by publicly thanking them in the journal; providing letters that might be used in applications for academic promotion; offering professional education credits; or inviting them to serve on the editorial board of the Journal.

The Editor-in-Chief has the following responsibilities to the Society*:

- The Editor-in-Chief will inform the Society of any political, commercial or other incidents that could impair the scientific credibility of the Journal, and will take measures necessary to ensure that such incidents do not affect editorial decisions.
- The Editor-in-Chief will report at least annually to the Society any non-editorial, scientifically related activities in which the Editor is engaged.
- The Editor-in-Chief will work with the Publisher, Society and Board to ensure that services and products of contractors, vendors, and other commercial interests required for proper publication are selected on the basis of merit.
- The Editor-in-Chief will warn the Society of any adverse consequences to be expected if his or her professional judgment is overruled.
- Where the Editor-in-Chief becomes aware of a contravention of these guidelines, the Editor-in-Chief will report the circumstances to the Society

*Adapted from CSE's White Paper on Promoting Integrity in Scientific Journal Publications
www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/*