

Internal Medicine Journal (IMJ)

Position Description

Position Title	Editor-in-Chief, IMJ
Location	Australia and Aotearoa New Zealand

Appointment Process Overview

Interested parties are invited to submit an application for the position of Internal Medicine Journal Editor-in-Chief. Please see the Position Summary and the Requirements and Responsibilities outlined in this document.

The following must be provided by the closing date:

- a covering letter setting out an expression of interest in the position, including:
 - vision for the future of the journal
 - plans and strategies to strengthen the journal's reputation and impact factor
 - overview of how the journal will run
- recent curriculum vitae.

Complete applications received by the closing date will be reviewed by the RACP College Journals Committee. Following the submission and review of applications, selected applicants will be invited to interview and present their business plan to the RACP College Journals Committee. A recommendation for appointment will subsequently be made to the RACP Board for approval.

The successful candidate will be required to enter into a volunteer agreement with the RACP.

The RACP Board retains the right to appoint and dismiss the Editor-in-Chief (according to the terms of appointment).

Position Summary

The Internal Medicine Journal (IMJ) aspires to be a leading peer reviewed scientific journal (impact factor = 2.048) representing the discipline of internal medicine for physicians in Australia and Aotearoa New Zealand.

The Editor-in-Chief of the IMJ is appointed by the RACP Board for a three-year term (maximum of six years, representing two consecutive terms). They report to the RACP Board through the RACP College Journals Committee.

Although the RACP determines the business direction of the journal, RACP journals maintain editorial independence and adhere to the ethical standards as published by the [International Committee of Medical Journal Editors](#) (ICMJE) and the [Committee on Publication Ethics](#) (COPE).

The Editor-in-Chief is responsible for editorial content of IMJ meeting quality, standard and content objectives, including compliance with applicable state, federal and international laws. They supervise the overall profile and publication process of the journal and recommend changes to journal policies in keeping with industry best practices. In addition, the Editor-in-Chief appoints and oversees the journal Section Editors, Editorial Board, and Reviewers for soliciting, submitting, reviewing, and rendering decisions on manuscripts for publication within the journal.

The Editor-in-Chief, supported by the journal publisher, will be required to present an annual update on the performance of the journal to the RACP College Journals Committee. They may also on occasion be invited to provide information and advice to the RACP College Journals Committee, either written or through attendance at meetings.

The Editor-in-Chief must adhere to the values of the RACP and ensure the Editorial Board also adheres to these. The RACP Board retains the right to make any business (non-editorial) decisions related to the journal.

The RACP appreciates the contribution to our profession and College by the Editors-in-Chief, given the commitment required for this role.

Personal Attributes

The Editor-in-Chief is a highly enthusiastic physician with broad clinical and research interests and proven experience in publishing processes, including awareness of Open Access and hybrid journals.

The following key attributes are desirable:

1. personal and professional interest in medical journals;
2. proven experience in the management of medical journals;
3. extensive experience as an author, reviewer, and Editor/Associate Editor of a medical journal;
4. proven ability to lead a team and manage a variety of stakeholders; and
5. proven experience with publishing processes and Online Access.

The successful candidate will be a member of the RACP with an established academic profile and be able to identify new trends in internal medicine.

Role Requirements and Responsibilities

Reporting to the RACP College Journals Committee, the Editor-in-Chief will:

1. work with journal publishers and the RACP College Journals Committee to develop and implement a strategic plan for the journal to ensure it meets agreed short- and long-term goals;
2. ensure the journal adheres to good publishing practices and remains in line with required publishing policies (COPE and ICMJE);
3. manage and Chair the Editorial Board (including appointments to Section Editor or similar roles as deemed necessary);
4. work with the Editorial Board, journal staff, and publishers to:
 - a. ensure that content of the journal is accurate, credible, authoritative, relevant to the journal's scope and mission, readable, and comprehensible;
 - b. highlight accepted articles of interest for mainstream and social media;
 - c. highlight articles with reprint potential and approve any proposed advertisements; and
 - d. facilitate and encourage submissions from key opinion leaders within Australia, Aotearoa New Zealand, and internationally;
5. encourage and promote submissions from RACP trainees;
6. ensure journal content remains in line with the College's mission, values and strategy, while maintaining editorial independence;
7. select high-quality research articles and reviews, as well as editorials and other content types;
8. ensure an efficient, fair, and transparent peer review process;
9. stimulate submission of high-quality research including clinical trials;
10. promote the journal through College avenues and other networking opportunities;
11. support efforts to grow the journal's usage, circulation, and visibility; and
12. contribute to the development of strategies to maintain or improve the journal's Impact Factor and relevance to medicine within Australia and Aotearoa New Zealand.

Editorial Support

The Editor-in-Chief will be supported by 2.0 FTE staff in the RACP office, the Editorial Board of the Internal Medicine Journal, and will work closely with the publishers.

The Editor-in-Chief's point of contact with the RACP will be the Manager, Marketing and Communications.

Remuneration and Benefits

Annual remuneration	Nil
Travel and other expenses	In line with the RACP Travel Policy