

## **Editor in Chief, Annals of Clinical Biochemistry**

Last reviewed:

Next review:

### **Purpose of the role**

The Editor-in-Chief (EiC) leads the editorial direction and day-to-day management of the Annals of Clinical Biochemistry, the official journal of the Association for Laboratory Medicine (LabMed), published by Sage Publishing. The EiC is responsible for upholding the highest standards of publication ethics, driving the strategic development of the journal and ensuring it continues to serve the needs of the laboratory medicine community.

This role may be held jointly by two co-Editors-in-Chief, sharing responsibilities as mutually agreed and in consultation with LabMed. Where two EiCs are appointed, they are collectively accountable for all duties described below. The role is supported by the staff team at LabMed and the team at Sage Publishing.

### **Responsibilities of the role**

#### Editorial leadership

- Provide overall editorial leadership and strategic direction for the Annals, in consultation with the Editorial Board and LabMed Publications Committee.
- Act as the final decision-maker on all submissions, including acceptance, rejection, and appeals
- Oversee the peer review process, ensuring rigorous, fair and timely handling of manuscripts
- Commission and develop content that reflects the needs of the laboratory medicine community and maintains the journal's standing relative to competitor publications
- Uphold the highest standards of publication ethics in accordance with the Committee on Publication Ethics (COPE) guidelines and other relevant frameworks
- Handle appeals against editorial decisions, commissioning further review where necessary before a final determination is made

#### Editorial board

- Chair meetings with the editorial board
- Oversee the appointment and onboarding of Associate Editors
- Ensure Associate Editors are supported and that manuscript assignments are distributed equitably and appropriately
- Designate a Deputy Editor to act in the EiC's absence or to handle submissions where a conflict of interest exists

#### Journal Development



- Contribute ideas and innovation to allow the Annals to perform strongly against competitor journals
- Liaise with the Sage publishing team to review and update the journal's formatting guidelines and instructions for authors
- Liaise with the Sage publishing team to oversee production and scheduling
- Promote the journal by encouraging submissions, readership and community engagement
- Attend and contribute to meetings with the Sage publishing team as required

#### LabMed Engagement

- Report to LabMed's Publications and Communications Committee on journal performance strategy and any significant editorial matters
- Collaborate with LabMed committees to ensure the journal reflects the breadth of the laboratory medicine community
- Act as an ambassador for the Annals within LabMed and the wider laboratory medicine and clinical biochemistry communities
- Support the development of any new content formats or initiatives in partnership with LabMed

### **Person specification**

#### Essential

- Member of the Association for Laboratory Medicine (LabMed)
- Post-registration experience in clinical biochemistry or a closely related laboratory medicine discipline
- Previous experience as a member of a journal's editorial board
- Strong written communication skills and experience of scientific writing and editing
- Ability to make sound, timely decisions on complex editorial matters
- Commitment to publication ethics and best practice
- Shares LabMed's values and commitment to equity, diversity, and inclusion

#### Desirable

- FRCPath or equivalent qualification
- Experience of contributing to journal strategy or development

### **Time commitment**

The expected time commitment for this role is approximately 4 hours per week. This will vary depending on submission volumes and editorial activity. Key scheduled commitments include:

- One in-person Editorial Board meeting in November each year (half a day)
- One mid-year Editorial Board business meeting in June or July (one hour, held online)

- One Publications and Communications Committee Meeting each year (one hour, held online)
- Regular engagement with the editorial team and Sage Publishing contacts throughout the year

Where the role is held jointly by two co-Editors-in-Chief, the total time commitment of is expected to be shared between them.

### **Term of office**

The term of office is 3 years, with the possibility of renewal by mutual agreement with LabMed.

### **Application Process**

Applicants should submit a curriculum vitae (maximum 3 pages) and a covering letter addressing the following:

- Summary of current clinical and academic activities
- Professional areas of interest relevant to clinical biochemistry and laboratory medicine
- Previous editorial and peer review experience
- A summary of key publications, including your 10–15 most important or recent contributions

Shortlisted candidates will be invited to interview by an appointment panel convened by LabMed. For further information, please contact the LabMed secretariat or the current Editor-in-Chief.