



## ***Dermatitis* Journal Editor-in-Chief**

### **Qualifications**

- Candidates should be members of the ACDS in good standing with strong managerial and writing skills.
- Innovative approaches and capabilities to develop and execute creative methods to further advance the contents of the journal and the mission of ACDS are encouraged.
- Candidates should not hold positions that compete or conflict with those of the editorship or have other conflicts of interest that could potentially compromise the integrity of the position, the Journal or the Society.

### **Duties and Responsibilities**

The duties and responsibilities of the Editor of *Dermatitis* (the “Journal”) shall include, but not be limited to, the following:

- (i) Creating a matrix of subject matter listings to be drawn upon in selecting articles and materials for publication in the Journal for both the print on on-line versions;
- (ii) Soliciting and selecting articles for publication;
- (iii) Reviewing articles for content style, form, conciseness, clarity;
- (iv) Furnishing the Journal publisher (“Publisher”) with the required number of finished manuscripts, illustration copy in a publication-ready form and other editorial material in the English Language and in accordance with the information for Authors, in such format and at such time as required to meet the publication schedule agreed upon by ACDS and Publisher;
- (v) Securing from each author, and forwarding to Publisher, an executed “Author Responsibility, Copyright Transfer to the Society, and Financial Disclosure Agreement as prescribed by ACDS and forms provided by Publisher;
- (vi) Use CrossCheck, a web-based duplication/plagiarism detection application to check all manuscripts accepted for publication in the Journal against materials indexed in CrossRef; or such other application selected by ACDS and Publisher;

- (vii) Either personally, or by delegation to another member of the editorial board, reviewing, in a timely fashion, Publisher's copyediting and verifying the accuracy of page proofs received therefrom;
- (viii) Supervising, in a timely fashion, LWW's tracking of articles selected by the Editor for publication;
- (ix) Reviewing advertisements prior to publication to confirm conformity with ACDS policy;
- (x) Approving the Table of Contents prepared by Publisher for each issue;
- (xi) Supplying Publisher with contact information for authors, contributors and reviewers of the Journal;
- (xii) Appointing, dismissing, and directing the editorial efforts of the Editorial Board members in accordance with ACDS policy as well as mentoring Associate and Section Editors as potential future Editor-in-Chiefs;
- (xiii) Managing and covering all administrative expenses for the editorial office;
- (xiv) Working with the ACDS Editorial Committee regarding the content of the Journal with quarterly meetings or conference calls;
- (xv) Submitting to the ACDS Editorial Committee each fall a budget outlining expenditures for the current year and anticipated expenditures for the year following;
- (xvi) Preparing an annual management report for the ACDS Editorial Committee;
- (xvii) Representing ACDS as a member in the Committee for Publication Ethics; and
- (xviii) Serving as the advisor for the Journal web site for materials or social media products generated by ACDS for promotional, membership or other purposes that are not directly related to Journal article and material submissions;
- (xvix) Work with the ACDS Board of Directors and Editorial & Publications Committee to launch an open and transparent call for editor's search, transition and training with the incoming Editor-in-Chief during the two years prior to the end of this contract.

### **Stipend**

The EiC is a salaried position with travel expenses for designated meetings including journal retreats.

For more information, please visit

<https://www.contactderm.org/resources/journal/dermatitis-journal-editor-position>

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