

Editor in Chief JXB : 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.
- The Editor-in-Chief is responsible for setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct.
- 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. The Editor-in-Chief 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 of a high quality and are scientifically sound.
- The Editor-in-Chief may delegate manuscript selection to Associate 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 is responsible for clearly defining and implementing the Journal's ethical standards.
- 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. The Editor-in-Chief shall monitor the number and types of errors that appear in their journal.
- 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 authorized by the source of that information, or there are allegations of misconduct that require access to that

confidential information for proper investigation, or 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 has the following responsibilities to authors:

- Treating authors with fairness, courtesy, objectivity, and honesty.
- 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.
- Selecting 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, 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.

- 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:

- Assigning papers for review appropriate to the reviewers' area of interest and expertise. Allowing reviewers appropriate time to complete their reviews.
- Providing reviewers written explicit instructions regarding the journal's expectations for the content, quality, and timeliness of their reviews
- Providing guides and standards for reviewers (preferably in written form) that promote thoughtful, fair, constructive, and informative reviews and facilitate the efficient, timely, handling of the papers.
- Finding ways to recognize the contribution of reviewers, for example, by publicly thanking them in the Journal's pages from time to time, providing letters that might be used in applications for academic promotion, etc.