



Applications are Invited for the Position of JANAC Editor-in-Chief

The *Journal of the Association of Nurses in AIDS Care (JANAC)* is the official journal of the Association of Nurses in AIDS Care (ANAC). *JANAC's* mission is to support nursing practice, research, education, and advocacy through the dissemination of scholarly, cutting-edge, evidence-based, and evolving knowledge and practice standards. *JANAC* provides a forum for multiprofessional discussions about clinical practice, education, research, prevention, public health, health administration, international health, legal-ethical issues, social issues, health equity, and public policy related to all aspects of HIV infection and its related conditions. *JANAC* invites original articles that focus on a broad spectrum of issues related to HIV, from the perspectives of nursing, public health, behavioral health, and medicine. Submissions are welcomed from nurses and other health care professionals. We support submissions from multiprofessional teams.

JOURNAL INFORMATION

JANAC functions according to the highest standards of ethical publishing practices and offers both subscription and open access publishing options. More information is available in our Instructions for Authors <http://edmgr.ovid.com/janac/accounts/ifaauth.htm>.

JANAC's impact factor is 1.418 and has increased annually 5 out of the last 6 years. *JANAC's* content was downloaded more than 155,000 times in 2017.

The journal publishes bi-monthly (6 times per year), approximately 720 print pages plus 228 electronic pages per year.

JANAC publishes original articles, focused on HIV infection and related conditions, that:

- Create a global forum for authors to share results, methods, innovations, and expert opinions.
- Contribute to improved standards of care.
- Critically review and advance the state of the science.
- Provide an interactive forum for translating evidence-based, clinically-relevant, and peer-reviewed research into practice.
- Represent a broad range of clinical care, research, education, and advocacy issues.
- Reflect the multiprofessional nature of health and mental health care.
- Emphasize the vital roles of nurses in transforming global health, including clinical care, policy development, education, research, and advocacy.

Readers of *JANAC* include nurses and other health care and social service providers from around the world with an interest in all topics associated with HIV infection and its related conditions.

OVERVIEW

The Editor-in-Chief of *JANAC* collaborates with the Associate Editors, the Managing Editor, the Editorial Board, the Publisher, and the ANAC Executive Director and Board to develop the journal's content, policy, and a strategic plan and business management to ensure a professional, relevant publication; however, the Editor-in-Chief, Associate Editors, Managing Editor (Editorial Team) and the Editorial Board have sole responsibility and control of editorial policy and scientific content, as directed by the Editor-in-Chief.

The Editor-in-Chief will:

- Establish a vision and mission for *JANAC*, in collaboration with the Editorial Board and the ANAC Board
- Prepare and fulfill a strategic plan for *JANAC*'s growth and improvement, in collaboration with the Editorial Board and ANAC Board
- Invite relevant content for submission to the journal
- Review manuscripts submitted to the journal
- Ensure content is delivered to the publisher on time, according to the publication schedule, for each issue of the journal
- Ensure that all required copyright, disclosure, and permissions forms are delivered to the publisher for each issue
- Recommend one or more articles for Continuing Education for each issue
- Recommend one or more articles to highlight with a podcast for marketing the article/issue
- Call and preside at meetings of the Editorial Board
- Call and preside at meetings of the journal's editorial team
- Make decisions at his/her discretion on behalf of the Editorial Board between meetings of the Board
- Receive, review, and act on complaints from authors, such as requests for appeal of an editorial decision
- Review and approve the journal's annual budget that is a component of ANAC's annual budget
- Manage the journal's annual budget and ensure costs are within the approved budget
- Represent the Editorial Board in any negotiations with the journal's publisher
- Provide the ANAC Board with reports, as requested, on the activities of the Editorial Board, editorial team, and journal
- Review and approve advertising and related initiatives
- Represent *JANAC* at local, national, and international meetings
- Collaborate with ANAC Executive Director and ANAC Board of Director President on the content and timing of association pages

The initial appointment is for a 4-year term, which can be renewed. This appointment is through a contract with ANAC. The ANAC Board will evaluate the Editor-in-Chief every eighteen months to assess contributions and discuss any changes needed. The position includes a stipend and support for required travel/conferences. These expenses are included in the overall journal annual budget provided by ANAC.

QUALIFICATIONS

The successful candidate for the position of Editor-in-Chief will (a) be recognized internationally as a leader in HIV-related academic and research achievements, (b) have worked at a strategic level within academia or health care, (c) have demonstrated excellence in journal peer review, (d) be a nurse, (e) have a doctoral degree in nursing or another health-related discipline, (f) be a member of ANAC or join

ANAC if selected, and (g) hold certification as an HIV/AIDS Certified Registered Nurse (ACRN) or attain that certification within 12 months of hire. The ideal candidate will demonstrate a(n):

- Solid professional standing (i.e., established career, recognized by others in the field)
- Strong publication and presentation history related to scholarly research
- Record of leadership, demonstrating organizational abilities
- Advanced scientific training and research experience demonstrated by research funding and publications
- Working knowledge of ANAC's structure, function, mission, objectives, and long-range strategic plan
- Expert knowledge of a broad spectrum of nursing concerns about HIV and related conditions on a global level
- Sound scientific judgment; ability to assess the quality of quantitative, qualitative, and mixed method research papers
- Editorial experience as a journal editorial board member, associate editor, or editor
- Advanced knowledge of publication ethics
- Excellent written and verbal communication skills
- Expertise in mentoring others to write for publication
- Ability to work under the pressure of deadlines
- Experience related to manuscript review and the peer review process
- Knowledge of or ability to learn manuscript publication processes
- Knowledge of or ability to learn online manuscript management systems.
- Working knowledge of Microsoft applications (Word, Excel, Outlook/Email, PowerPoint).
- Editing expertise using APA formatting and the *JANAC* Style Guide.
- Connection to the wider HIV health care community from which papers are recruited.

DUTIES

Coordinate activities to produce 6 issues of the journal per year.

- Recruit content as needed
- Review all content submitted to the journal, through Editorial Manager, the online submission and review system
- Assign Associate Editors to review content as appropriate, through the online system
- Recruit, identify, and assign Reviewers to review submitted content for all applicable article types, through the online system
- Make final decisions on whether to reject or accept submitted content
- Receive, investigate, review and make final decisions on authors' appeals of editorial decisions
- Participate in the development and oversee implementation of the strategic plan for the journal
- Help the Associate Editors develop and post calls for papers for one special-topic issue per year
- Provide assistance for authors as needed, including editing assistance during manuscript development.
- Determine table of contents for each issue
- Write or recruit editorials for each issue
- Review and approve the composited proof of each issue
- Review and approve all advertising submissions within 48 hours
- Ensure authors receive final decisions within a reasonable time frame
- Collaborate with Managing Editor to complete copy-editing using APA format and the *JANAC* Style Guide
- Adhere to production schedules and deadlines established by the Publisher
- Explore and implement methods to promote special issues as they are released

- Monitor *JANAC* social channels (such as Facebook, Twitter) and make regular contributions to content

Represent *JANAC* at local, national, and international meetings.

- Plan and preside at the Annual *JANAC* Editorial Board meeting at the Annual ANAC Conference
- Join the International Academy of Nurse Editors (INANE; www.nursingeditors.com) and attend INANE annual conferences
- Attend other conferences as deemed appropriate and as the *JANAC* budget allows
- In collaboration with the Associate Editors and the Managing Editor, develop abstracts for presentations at conferences related to publishing, editing, and professional writing.

Assume the responsibilities of the Associate Editor(s) in the event of that individual's inability to carry out her/his obligations until such time as the ANAC Board of Directors approves a new appointment.

- Coordinate activities to produce one special-topic issue per year.
 - With the assistance of the Editorial Board, determine topics for special issues 12-18 months in advance of expected publication.
 - Recruit a co-editor with expertise in the topic for each special-topic issue. In collaboration with co-editors:
 - Develop and post calls for papers for special-topic issues.
 - Recruit qualified authors to contribute papers to special-topic issues.
 - Provide assistance for authors as needed, including topic selection and editing assistance during manuscript development.
 - Determine table of contents for special-topic issues.
 - Write or recruit authors for editorials for special-topic issues.
 - Assign reviewers for special-topic manuscripts through the electronic editorial system. Monitor reviews and make decisions as to the disposition of these manuscripts.
 - Keep track of author deadlines and contact authors who are lagging.
 - Collaborate with Managing Editor to complete copy editing on all special-issue manuscripts using APA format and the *JANAC* Style Guide.
 - Submit reports, as requested by the Editor-in-Chief, on the status of manuscripts planned for special-topic issues.
 - Adhere to production schedules and deadlines established by the Publisher.
 - Explore and implement methods to promote special issues as they are released.
- Work with the ANAC Board and national management team to develop a call for Associate Editor applications and serve on/chair the committee to select a new Associate Editor

Applications should include a curriculum vita, including publications and any editorial roles you have served for any journal, and a letter of no more than 3 pages in length, detailing your involvement (or expected involvement) with ANAC and outlining how you, as the *JANAC* Editor-in-Chief, would contribute to the management, prestige, and viability of the journal. Finally, please include a statement outlining the current strengths and weaknesses of the journal and your vision for future development. Shortlisted candidates will be notified by email of the next steps in the appointment decision process.

Applications should be sent to Dr. Donna Roberson, robersondo@ecu.edu as soon as possible however, acceptance of applications is open until the position is filled.