

## ADDENDUM A

### **Editor-in-Chief of Fertility and Sterility: Job Description**

The Editor-in-Chief (“the Editor”) of Fertility and Sterility (“the Journal”) of the American Society for Reproductive Medicine (“the Society”) is responsible for:

- Overseeing the peer-review process.
- Soliciting articles for the Journal.
- Working collegially and collaboratively with the editors and editorial staff of other Society journals.
- Planning the content of the monthly issues.
- Conducting regular editorial advisory board meetings and the editorial board meetings at the annual meeting of the Society.
- Selecting the domestic and international editorial board.
- Implementing changes in the Journal.
- Maintaining positive and effective communications and collaboration with the journal publisher (“the Publisher”), the Publications Committee of the Society, and with the Society’s Board of Directors (“the Board”) and administrative leadership.
- Ensuring the financial well-being of the Journal.
- Coordinating pertinent administrative, advocacy, and communication/marketing activities with the Society’s administrative leadership.
- Serving as the external face of the Journal.
- Ensures minimal to no perception of conflicts of interest (COI) for themselves and their editorial board.
- Overseeing the editorial staff.
- Ensuring the codification and efficiency of editorial processes.

The Editor has freedom to determine the editorial content of the Journal, to establish editorial policy and standards, and to select manuscripts for publication. The Editor reports to the Society’s Chief Executive Officer (CEO) or designee for business, administrative, and personnel matters; and confers with the Publications Committee and the Society President on important editorial matters. The specific duties of the Editor are outlined below.

#### **A. Duties regarding the process of peer-review and manuscript selection**

The Editor will ensure the codification and efficiency of editorial processes and oversee the peer-review processes. The Editor will make all final decisions regarding the review and selection of manuscripts for publication, utilizing the resources of the editorial staff, independent reviewers, and writers. Specifically, the Editor:

1. Evaluates all articles, assigns reviewers, evaluates all returned reviews, and makes a final decision regarding the disposition of all manuscripts, including supplements and/or monographs.

2. Ensures that the process of fair and anonymous peer-review, if applicable, is exercised for all applicable sections of the Journal.
3. Appoints the members of the editorial board, after consulting with the Publications Committee of the Society and the Society's staff, including regarding potential conflicts of interest.
4. Assists in arranging various events, in appreciation and for the provision of information and to request consultation, for and from the Editorial Board and the Ad Hoc Reviewers.
5. The Editor ensures that the 'Instructions to authors' are up-to-date, recognizing that these have become a quasi-legal document, and that they should be updated in a continuous manner. Elements of scientific misconduct should be well-defined, including penalties.
6. If evidence warrants, conducts a fair and complete evaluation of submitted manuscripts for plagiarism, fabrication, or academic misconduct per COPE and industry guidelines, and takes appropriate measures.

### **B. Duties regarding the contents of the Journal**

The Editor is responsible for planning the content of the monthly issues and for soliciting articles for the journal. The Editor has editorial freedom to set the direction for the editorial content of the Journal; will be responsible for the overall look and feel (appearance) of the print version of the Journal including advertising; will make all decisions concerning the choice of illustrations, editing, sequence, and scheduling in a given issue; and will be responsible for the overall look and feel of electronic versions of the Journal including advertising. The Editor is ultimately responsible for all of the content of the Journal. Specifically, the Editor:

1. Selects all sections and cover art and compiles the table of contents for each issue of the Journal.
2. Oversees proofreading of galley proofs.
3. Updates the manuscript and Journal format, as necessary.
4. Reviews and approves all advertising, in coordination with the Publications Committee and the CEO of the Society.
5. Is responsible for soliciting contributions from authors who have given interesting presentations at selected medical meetings each year.
6. Assumes responsibility for the electronic versions of the Journal; and determines which links to other electronic sites are appropriate, in consultation with the Publisher and the Publications Committee of the Society (see below).
7. Will make all efforts to minimize the risk to the reputation and integrity of the Journal, the Society, or its Board and administrative staff.
8. The Editor must be an active member of WAME (the World Association of Medical Editors) and COPE (the Committee for Publications Ethics).
  - a. WAME has established benchmarks for the ways the Editor's performance should be monitored, including: 1) the rise in the number of manuscripts submitted; 2) distribution and profitability; 3) publication lag; 4) finding out what readers want and keeps readers involved in letters, etc.; 5)

- readability; 6) making use of changing technology; and 7) ensures ethical behavior of authors and reviewers.
9. The Editor must be cognizant of the multi-faceted aspects of electronic publishing and keep the Journal at the forefront as this mode of publishing becomes predominant.

### **C. Duties regarding the Publisher**

The Editor will strive to maintain continuous communication and a good working relationship with the Publisher. Specifically, the Editor:

1. Oversees the publication scheduling of each issue, in communication with the Publisher.
2. Will ensure that the services of the Publisher, such as page and color figure allotment, editorial services, page charges, and electronic support, are provided on a timely basis, at reasonable cost, and to the extent expected.
3. The Editor is responsible for keeping the Board of Directors, the Publications Committee of the Society, and the Society's CEO informed at regular intervals (at least thrice annually, see below) of the quality and extent of the services being provided by the Publisher.
4. Will make decisions regarding the Journal website, and linkage to it from other electronic sites, jointly with the Publisher and the Society's responsible staff.
5. With the cooperation of the Publisher and editorial staff, the Editor will ensure the most up-to-date electronic platform for the submission, tracking, and management of manuscripts.

### **D. Duties regarding the Society, and the Society's Board, Publications Committee, and administrative leadership**

The Editor will maintain continuous communication and a good working relationship with the Society's Board, Publications Committee, and administrative leadership. Specifically, the Editor:

1. Is responsible for keeping the Board, the Publications Committee, and pertinent Society staff fully informed at regular intervals (at least thrice annually) of the state of the Journal. The Editor will also prepare auxiliary reports in a timely fashion, as needed or requested.
2. Will keep the Publications Committee advised of pertinent changes in editorial policies and relevant matters.
3. Will consult with the Publications Committee and the Society's responsible staff regarding the appointment of candidates for the Editorial Board, for potential conflicts of interest.
4. Will meet annually with the Executive Committee of the Board, or more often if deemed necessary, as part of the evaluation process.
5. Will strive to minimize the risk to the reputation and integrity of the Journal, the Society, or its Board or administrative leadership
6. Will maximize their credibility and reputation among the scientific and medical community and the public-at-large by:

- a. Maintaining the highest degree of personal and professional integrity and fairness.
- b. Minimizing any potential conflicts of interest, whether real or perceived.

#### **E. Duties regarding the promotion of the Journal**

The Editor serves as the external face of the Journal. The Editor will represent the Journal concerning editorial matters of interest to the general media, governmental agencies, and the medical profession at-large. Specifically, the Editor:

1. Proposes articles that can be highlighted in the Society's press releases.
2. Ensures that the Society's communication staff and media outlets have access to the Journal's press releases and table of contents.
3. Attends selected medical meetings each year (both domestic and foreign) to promote the Journal.
4. Will maintain and expand good relations with key science reporters (both domestic and foreign).
5. Oversees Journal presence on social media platforms, in coordination and collaboration with the Society's communications staff.
6. The Editor selects a speaker for the editorial board meeting at the ASRM Annual Meeting; arranges the Saturday night editorial board dinner; and plans and conducts the reception for reviewers and authors.
7. The Editor prepares and distributes report cards to editorial board members and associate editors (i.e., length of time to handle peer reviews, number of reviews done, etc.).
8. The Editor arranges for a gift (e.g. obelisks) for editorial board members who have finished their terms ably.
9. Should be available to respond to communications regarding manuscripts or published material within the Journal, from members, authors, and the general public, in coordination with the Society's communications staff.

#### **F. Duties regarding the management of the Editorial Office staff, facilities and budget**

The Editor is responsible for the general management of the Editorial Office, including the supervision and evaluation of Office staff, the maintenance of effectively operating facility and equipment, and the administration of the annual operating budget of the Editorial Office. In coordination with Society administrative staff and leadership. Specifically, the Editor:

1. Oversees the daily operations of the editorial office.
2. Oversees and evaluates the editorial staff subject to and in compliance with the personnel policies of the host Institution and the Society.
3. Ensures that the facilities and equipment available appropriately support the function and mission of the Journal; and prepares justified requests to the Society for additional facilities or equipment as needed.

4. Prepares the annual operating budget for the Journal in coordination with the Society's Chief Financial officer, Society treasurer, and Finance Committee of the Board.
5. Oversees and ensures the efficient use of Editorial Office funds.
6. Ensures the codification and efficiency of editorial processes and ensures these are kept up to date.
7. Maintains a comprehensive "Policy and Procedures Manual for Editorial and Editorial Office Functions of Fertility and Sterility", which is reviewed with the Chair of the Publications Committee of the Board on a yearly basis and pertinent Society staff, and updated as necessary.