

RESPONSIBILITIES AND JOB DESCRIPTION OF THE CKJ EIC

Title of Responsibility:

Editor-in-Chief - *Clinical Kidney Journal (CKJ)*

Accountable to:

Council of ERA

Appointment:

Contracted 3-year term (starting 2023 ending 2026), renewable for max. another 3 year term (starting 2026 ending 2029)

Remuneration:

The EiC receives a flat fee compensation (25 000 EUR/year) and Editorial Office support. The year concerns the period between one General Assembly, held annually during the ERA Congress, and the next one. ERA is only responsible for this amount. The EiC is responsible for any taxes etc. linked to the receipt of this amount.

Publisher:

Oxford University Press

Purpose of the Role

The ERA views CKJ as a key learning tool provided to its members and the nephrology community at large and expects anyone appointed to the position of Editor-in-Chief (EiC) to approach the role with all due priority and respect. The EiC should recognise that the Journal operates in an extremely competitive environment and that authors have many choices to submit their best manuscripts; in that respect, the EiC will at all times act as a true ambassador for the Journal in all scenarios, representing the Journal, working with the Publisher, wider editorial team and ERA to raise the Journal's profile and encouraging high-quality submissions that support the Journal's mission.

Responsibilities, Procedures, Duties

- The EiC 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 EiC is responsible for setting and communicating Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct. ERA recognises

and respects the editorial freedom of the EiC, based on both authority and autonomy.

- The EiC recognises and respects the role of the ERA Council in setting the over-arching mission of the Journal and that the editorial responsibilities awarded with this role are ultimately in the light of ERA's overall mission and vision (see appendix I below which is an integral part of this document).
- The EiC shall recognise that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest.
- The EiC is responsible for selecting manuscripts that are new, original, and important contributions to knowledge. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn.
- The EiC shall at all times be aware that ERA's members and other readers of the Journal demand the highest standards of clinical research; as such, reports from large, robust clinical trials are likely to be high priority manuscripts for consideration and the EiC should stimulate submission of such manuscripts either directly or via the wider editorial team.
- The EiC is free to utilize the expertise of other Editors such as Deputy Editors, Associate Editors, Editors-at-large, Statistical Editors, Visualization Experts, Patient-Voice Editors, Perspective Editors, Feature Editors, Policy Editors, Letter Editors, Engagement Editors, International Editors and Editorial Board members, other peer reviewers and editorial staff in critiquing and selecting manuscripts for publication. This remit also extends to proactively commissioning manuscript submissions in areas identified in the Journal's editorial strategy. The EiC may delegate manuscript selection to other members of the editorial team. However, the EiC remains the final arbiter and person responsible for all material published in the Journal.
- The EiC 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 will also ensure that authors disclose relevant conflicts of interest in the publications. If the EiC is the author of a paper, he/she cannot be involved in the peer review process which, in any case, must always be done.
- At the beginning of his/her mandate, the EiC shall renew the team of Associate Editors/Theme Editors (preferentially from Europe) including also

experts from new fields (i.e. like omics) and is responsible for their replacement if inactive.

- The EiC is responsible for clearly defining and implementing the Journal's ethical standards. The EiC is not responsible for investigating, judging, or punishing the author for ethical lapses, other than deciding if authors should be barred from submission to the Journal when academic misconduct has been documented.
- The EiC 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 EiC 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 editorial support needs.
- The EiC must follow-up on the Journal's activities (ManuscriptCentral, e-mails from Editorial Office/Publisher, etc.) ideally on a daily basis, but definitely at least three days per week.
- During prolonged vacations, the EiC can arrange that the Associate Editors temporarily take over his/her tasks.
- The EiC is not responsible for certain features/content of the Journal, such as advertising and graphic design.
- The EiC will work with the staff appointed by the ERA to oversee the operation of the Editorial Office.
- The EiC will act professionally, without prejudice or conflict of interest. The EiC 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 EiC will not disclose confidential information unless authorised by the source of that information, or there are allegations of misconduct that require access to that confidential information for proper investigation, or the EiC is required by law to disclose that information.

- The EiC 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 EiC shall conduct at least one Editorial Board meeting each year, during which the EiC will provide the Editorial Board with an update on the Journal, identify and discuss areas in need of performance improvement; and explore ideas for potential enhancements to the Journal.
- The EiC shall conduct one Editorial Board meeting on a weekly basis with selected Board members to discuss more in detail the content of the upcoming issues and any **outstanding** problems (i.e. the non-triaged papers, triaged papers, comments by reviewers, etc.).
- The EiC shall present a detailed report of the Journal's performance to the ERA Council each year (preferably at the Spring Council Meeting), written and in person, during which the EiC will provide an update on the Journal, its performance and present any ideas for potential enhancements.
- The ERA may immediately terminate the appointment given to the EiC on written notice to the EiC in any of the following events:
 - the EiC commits any serious or persistent breach of his/her obligations outlined in this document including extremely poor performance of the management of the Journal and/or its performance (i.e. not reaching the minimum set objectives);
 - the EiC is guilty of dishonesty, serious misconduct, incompetence, wilful neglect of his/her duties, or does anything that in any way damages or threatens to damage the reputation of the Journal or the ERA; or
 - the EiC is or becomes, through illness, injury or otherwise, incapable of performing the whole or any substantial part of the Editor's duties under this Agreement for any material time.

Focus and content of the Journal (the following list is non-exhaustive)

- balanced clinical/experimental focus
- include also high educational content (for NDT)

- clinical guidance content, e.g. “Guideline January Edition” in collaboration with ERBP and with all major guideline bodies in the world "ERA Guidelines adapted to European nephrology"
- select key future themes in European nephrology important for ERA (e.g. RCTs, AKI, Registry, Eastern Europe nephrology devolvement)
- editorial/reviewer fellowship program
- accept articles from areas adjacent to nephrology (if and when appropriate), e.g. cardiology, diabetes, hypertension, rheumatology
- include position papers/guidelines
- coordinate the content with other ERA communication channels such as e-seminars and sessions of the annual Congress
- section for visual abstracts

Minimum requirements for the management/objectives of the Journal

- 1) Triage at submission stage must be done by at least two (2) people.
- 2) On a yearly basis the Council will set minimum objectives that the Journal must reach.
- 3) Increase Impact Factor: a detailed written strategy by the EiC on how to achieve this must be submitted at the time of candidacy, the target however to be achieved during the term (3 + eventually another 3 years) is at least 6.

APPENDIX I

ERA' Mission

The objects of the Association are the advancement of medical science by promoting fundamental and clinical advances in the field of nephrology, dialysis, renal transplantation, hypertension, and related subjects.

ERA's Vision

To continuously advance education and continuous professional development applying a standard, common format for all subspecialties in all areas of nephrology, from clinical nephrology to dialysis and transplantation.

To promote ambitious collaborations among European investigators aimed at formulating high quality projects in the nephrology field.

To involve young talented nephrologists in all editorial activities of the Journal, wherever appropriate.

To promote nephrology as a career opportunity for European medical students.