

Qualifications, Expectations, and Responsibilities of Cancer Editor-in-Chief

Qualifications

Qualifications include a record of significant scholarly achievement; familiarity with the literature in the field, clinical research design, and basic concepts of statistics and ethics of research; administrative and editorial skills, including familiarity with online peer review systems; capacity for detail work; understanding of the international community of scholars and practitioners; and strong interpersonal skills. The Editor-in-Chief position must possess the energy and vision to sustain and further develop the Journal as a leading interdisciplinary forum in oncology, delivering timely and accurate information to all oncologic disciplines. An honorarium is paid directly to the Editor-in-Chief in recognition of the time and effort involved in this position.

Support for the Editor-in-Chief

This position is supported by a knowledgeable and experienced journal staff that includes a Managing Editor, Assistant Managing Editor, and other editorial support positions, all located at the ACS headquarters in Atlanta, GA. The staff provides hands on day-to-day peer review management as well as detailed reporting and analysis of submissions, turnaround times, usage, Section Editor statistics, and other relevant publication data, meeting logistics, and other support. Communication between the EIC and staff is primarily via e-mail, the web-based peer review system, or over the phone.

Responsibilities of the Editor-in-Chief

- The Editor-in-Chief oversees the *Cancer* peer review process in collaboration with the journal office staff, and is responsible for the content and quality of each issue. The Editor-in-Chief works with the journals staff to maintain *Cancer* editorial policies and procedures and establish new policies as appropriate to reflect relevant changes in science, clinical practice, and medical publishing. In collaboration with the American Cancer Society's Journals Director and Leadership, define and update the aims and scope of the Journal, in order to further enhance its relevance, usage, and Impact Factor.
- Uphold and enhance the Journal's educational mission, editorial quality, and reputation for meaningful scholarship.
- Encourage and solicit the submission of relevant, original, high-quality manuscripts for the Journal and act as an ambassador for the Journal when appropriate.
- Recruit, select, and appoint 20-25 Section Editors and 50-70 Editorial Advisory Board members, as needed, to represent the depth and breadth of oncologic disciplines. The editorial board should comprise members with high stature and respect in the community, and with the technical expertise sufficient to oversee the content of submitted articles. Workloads and terms are administered and managed by the journals staff.
- Monitor peer review by reviewing reports and analysis provided by the journal staff, insuring that appropriate and well-defined procedures for timely review are unbiased and faithfully executed. Select articles suitable for scope of journal and interest level of readers, and make decisions based on peer reviewers' advice.
- Work hand in hand with the ACS to maintain the integrity and confidentiality of the authors' work while that work is being evaluated for publication.

- As needed, respond to correspondence with authors, Editors, reviewers, and readers regarding peer review and/or manuscript decisions.
- In collaboration with the Managing Editor, deal with any incidences of error and allegations of ethical misconduct according to set industry standards.
- Resolve conflicts that may arise with Editorial Board members in the performance of their duties.
- Assist the journal staff in adhering to the page budget and production timelines set by the Society and its publisher, Wiley-Blackwell, for *Cancer's* bimonthly publication schedule.
- Select content to be highlighted on the cover of each issue.
- Aid the journal staff in selecting content and other information about the Journal that may be used in marketing and promotional pieces.
- Approve content for the section *CancerScope*, including selecting topics for coverage, providing suggestions for sources to interview, and driving the overall focus of the section.
- Review supplement proposals for their quality and educational value to the *Cancer* readership.
- Approve selected content for international digest issues of the Journal.
- Oversee the Annual Section Editor meeting to keep Editorial Board active, committed, and responsive to the needs of the Journal, and to report on the year's activities. All reports and logistics are managed by the Editorial Office and the annual meeting is held in Atlanta, GA.

The American Cancer Society Family of Journals

The American Cancer Society publishes three journals: ***Cancer: Interdisciplinary International Journal of the American Cancer Society***, ***Cancer Cytopathology***, and ***CA: A Cancer Journal for Clinicians***. Peer review and overall management of the portfolio is administered by the journal staff of the American Cancer Society, located at the ACS headquarters in Atlanta, GA. All three journals are published in collaboration with Wiley-Blackwell.

Overall Mission of the Program

The mission for the American Cancer Society Journals Program is to acquire, objectively peer review, and publish in a timely manner the highest quality, scientifically-based oncology content being written by leading scientists, researchers, and health care professionals and to present that content in all current and new media being used by the scholarly publishing community. The goal is to publish content that is competitive, high impact, highly citable, and diverse enough to encompass all appropriate oncology disciplines and cancers, as well as prevention, early detection, quality of life, and other areas that are important to the achievement of the ACS 2015 goals and will also be of greatest interest to each journal's readership.

- ***Cancer: Interdisciplinary International Journal of the American Cancer Society*** provides an interdisciplinary forum for the exchange of information among oncologic disciplines concerned with the etiology and course of human cancer. This is accomplished by delivering relevant and timely original content of interest to multiple oncologic specialties in each issue, allowing the journal to be a more general oncology resource for its audience.

- ***Cancer Cytopathology*** publishes papers integrating scientific information from cytopathology and a variety of related disciplines.
- ***CA: A Cancer Journal for Clinicians***, distributed compliments of the ACS to approximately 80,000 physicians and healthcare professionals in the U.S., provides up-to-date review articles on all aspects of cancer diagnosis, treatment, and prevention.

In the Thomson Reuters Web of Science, all three journals are ranked in the Oncology category (a total of 165 journals). ***Cancer*** is ranked #20 with an impact factor of 5.418; ***Cancer Cytopathology*** is ranked #69, with an impact factor of 2.471, and ***CA: A Cancer Journal for Clinicians*** is ranked #1, with an Impact Factor of 87.925.

CANCER

Cancer has been published by the American Cancer Society for over 60 years. *Cancer* is published 24 times a year; its annual page budget is approximately 5,515 pages. In addition to original editorial content, *Cancer* publishes a 4-page news section named *CancerScope* in every issue. The Journal also publishes paid educational supplements such as proceedings, with the understanding that all material must undergo peer review to determine acceptability for publication.

Cancer receives approximately 3,000 unsolicited manuscripts per year. Approximately forty percent of submissions are editorially rejected by the Editor-in-Chief after initial review. Manuscripts considered too narrow in scope, not appropriate for at least two oncologic audiences, are generally editorially rejected. The Journal accepts only the top 20-30% of manuscripts. Peer review averages less than 30 days to first decision. Accepted articles are published online ahead of print after proofs are copyedited and reviewed by authors. *Cancer* receives over 50% of its submissions from international authors.

Cancer is available via institutional licenses and personal domestic and international subscriptions. All content 12 months or older is made freely available online. The *Cancer* archive goes back to 1948, with over 240,000 pages of free content available online. All educational supplements are made open access upon publication. *Cancer* also offers the option to make any article open access upon publication for a fee.

About the American Cancer Society

The American Cancer Society (ACS) is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer. Internationally, the American Cancer Society concentrates on capacity building in developing cancer societies and on collaboration with other cancer-related organizations throughout the world in reaching shared objectives. With more than two million volunteers nationwide, the ACS is one of the oldest and largest voluntary health agencies in the United States.