

Healthcare Infection Society

Infection Prevention in Practice Editor: Job Description

Editors are full members of the *Infection Prevention in Practice* (IPIP) Editorial Team. Editors are usually appointed for an initial period of three years. There is a stipend provided to editors for performing this role.

Overall aims of the post

IPIP is a publication of the Healthcare Infection Society (HIS). Editors are responsible, as members of the Editorial Team, for ensuring that the [Aims and Scope](#) of the Journal are achieved.

Editors are responsible for assessing submissions to IPIP, for managing peer review, and making timely decisions to reject, revise or accept articles that have been assigned to them by the Editorial Assistant (EA) via the online submission system, Editorial Manager.

Editors are additionally expected to attend Editorial Team meetings and may occasionally be asked to participate in other HIS activities.

Key responsibilities

1. To ensure that the focus, content, editorial quality, and physical appearance of the Journal are in line with the objectives of the Society and the Aims and Scope of the Journal.
2. To oversee the fair peer review of manuscripts, including editing reviewers' comments for transmission to authors where this is deemed necessary.
3. To be responsible for decision-making and handling of submitted articles up to, and including, the point of finalising accepts or reject decisions.
4. To finalise all decisions regarding acceptance or rejection of papers, and to lightly edit manuscripts before acceptance where necessary.
5. To deputise for other members of the Editorial Team as required.
6. To liaise with the EA to review and improve journal processes in line with HIS strategy.
7. To liaise with the Head of Publishing and Editor in Chief on proposals and summary reports to be presented at Council meetings and HIS AGMs.
8. To ensure that members of the International Editorial Board (IEB) are consulted between Board meetings where advice is required on an ad hoc basis.



9. To support HIS in promoting the journal amongst researchers as the journal of choice in which to publish by:
 - a. Ensuring that the time to initial decision on papers is as short as possible, including that there is high quality, fair and timely peer review of papers where appropriate.
 - b. Ensuring that the time to publication of accepted articles is as short as possible.
10. To maintain and enhance the reputation of the journal among all constituencies of its readership by:
 - a. Providing direction for the editorial and reviews content, especially in subject areas where the Editor has specialist expertise and liaising with the other Editors and Head of Publishing on commissioning activities.
 - b. Ensuring that the journal rapidly publishes material on topical matters relating to the scope of the journal.
 - c. Taking responsibility for themed issues, especially in subject areas where the Editor has specialist knowledge, and for liaison with the Editorial Team, Society, and the Publisher on the appointment of Guest Editors as required.
 - d. Promoting and representing the journal at major scientific meetings.
 - e. Ensuring that the journal and its content are adequately publicised by alerting other Editors and the EA to articles that may be 'newsworthy' and could benefit from additional promotion via social media or press release.
 - f. Liaise with the other Editors and EA to assist with other journal promotional activities and marketing.
11. To assist in developing the referee database, complying with data protection requirements.
12. To participate in Editorial Team teleconferences: this currently takes the form of a biannual Executive Editorial Board meeting, Editorial Team Meetings and short weekly triage meetings.
13. To keep the Editorial Team, Society and Council informed of important issues and developments in relation to their IPIP activities.
14. To abstain from any action that will be detrimental to the Journal or the Society.
15. To attend Council meetings and HIS AGMs when required.

Service Level Agreement

The following are in addition to those contained in the role description for the IPIP Editor:

Professional

The Editor will be registered, and in good standing, with an appropriate professional body (for example, a doctor of medicine should be registered with the General Medical Council).



The Editor will be expected to declare all potential conflicts of interest as these are published on IPIP's website and reviewed annually.

Declarations

The Editor will not bring either IPIP or HIS into disrepute, and will be a champion for IPIP and HIS.

The Editor will ensure that all confidential information remains strictly confidential, and will not use any confidential information for any purpose other than for IPIP work.

The Editor will work positively with, and respect, all grades of staff.

Conduct

The Editor will be expected to declare any conflicts of interest to HIS.

Activity

The Editor will make reasonable efforts to ensure that any targets set in relation to the production of IPIP are met.

The Editor will attend at least 75% of meetings and telephone conferences, except in exceptional circumstances. He/she will commit to processing all manuscripts within one week of their being assigned unless agreed beforehand.

The Editor will advise the IPIP Editorial Team if he/she expects to be away for more than one week on any type of leave (including sick leave) and will work with the EA to make arrangements for cover.