

Global Advances is the open-access, peer-reviewed official journal of the Academic Consortium created to advance the science and practice of integrative medicine and health by promoting dialogue and collaboration among healthcare providers from various disciplines, practice patterns, and cultures. The journal's goal is to further develop the evidence base of the latest knowledge of basic, clinical, and epidemiological research on integrative medicine and health.

Editor-in-Chief Job Description

Note: A Co-Editor-in-Chief model will be considered if it furthers the development of the journal.

Function and Duties

1. The Editor-in-Chief are responsible for the overall management of the journal. The Editors-in-Chief are charged with final responsibility for all editorial text which appears in the journal, on and between the covers. In the discharge of this responsibility, the Editors are directly accountable to the Academic Consortium for Integrative Medicine & Health Board of Directors.
2. The Editors-in-Chief are responsible for appointing Associate Editor(s) and members of the Editorial Board. The Associate Editor(s) must be approved by the Academic Consortium for Integrative Medicine & Health Board of Directors.
3. The Editors-in-Chief shall keep adequate records of all his/her operations and report regularly to the Academic Consortium for Integrative Medicine & Health Board of Directors and Editorial Board (at least twice yearly) and at regularly scheduled or special meetings.
4. The Editors-in-Chief are responsible for proper conduct and management of personnel and resources assigned to the Editorial Office.
5. The Editors-in-Chief and Associate Editor(s) shall strive to develop sound and favorable public relations between the journal and contributors or potential contributors and with the membership of the Academic Consortium for Integrative Medicine & Health.
6. The Editors-in-Chief and Associate Editor(s) shall solicit advice on policy from the Editorial Board and Academic Consortium for Integrative Medicine & Health Board of Directors.
7. The Associate Editor(s) and Managing Editor are responsible to the Editors-in-Chief.
8. The Editors-in-Chief and Associate Editor(s) shall involve and keep the Managing Editor and Academic Consortium for Integrative Medicine & Health Executive Director informed of all significant developments in policy or operations relevant to publication of the journal.

Editorial Obligations

1. Promote awareness of the journal and solicit submissions of high-quality manuscripts for publication in the journal.
2. In a timely manner, review and evaluate submitted manuscripts for content and merit in accordance with the editorial policy, procedures, and standards of the journal, and accept or reject manuscripts for publication on such basis.

3. Arrange for and supervise timely independent peer review of suitable manuscripts and make, or request the contributor thereof to make, such revisions as the reviewers deem appropriate, and reject any such manuscript the Editor deems unsatisfactory in a timely manner.
4. Ensure that accepted manuscripts are substantively edited and proofread for technical and scientific content and accuracy; and for style, form, and clarity in accordance with the editorial policies, production schedule, and contributor submission guidelines of the journal.
5. Ensure that contributors review and correct page proofs of their manuscripts intended for publication in the journal in a timely manner.
6. Using the manuscript-tracking software provided by Publisher, supervise the following with the Managing Editor:
 - a. Manage and track all manuscripts submitted to the journal, including submission, peer review, revision, and acceptance to, or rejection from, the journal.
 - b. Maintain records regarding the status of manuscripts submitted to the journal (e.g., acceptance/rejection rate, peer review outcome) and provide an annual status report.
 - c. Secure and deliver to the Publisher, a completed Contributor Agreement from authors.
 - d. Deliver accepted editorial material to Publisher.
 - e. As requested by Publisher, timely assist with investigating and responding to allegations involving ethical or legal breaches (e.g., plagiarism, infringement, duplicate publication, data irregularities) relating to Contributions submitted to and/or published in the journal.
 - f. Conduct cross-checking and fact-checking for the examination of all references in the articles.
7. Preside on editorial meeting calls to review submissions and manage journal content and processes effectively.
8. Oversee the Editorial Board policy, selection, engagement, and communications.
9. Hold oneself to final accountability for the quality of each article.
10. Uphold standards of performance and ensure integrity, consistency, and quality.

Specific Duties

1. Manuscripts

- The Editors-in-Chief shall receive all contributions for the editorial text and then submit all original, special, and review articles to generally two qualified persons for critical review.
- The Editors-in-Chief are empowered to make the final decision regarding the disposition of any of the aforementioned or other materials submitted for publication in the editorial text of the journal.
- The Editors-in-Chief and Associate Editor(s) may, and should, actively solicit contributions other than those which are voluntarily submitted.
- The Editors-in-Chief and Associate Editor(s) should maintain an efficient and courteous system for acknowledgment of receipt of materials and for informing authors and contributors of the course and action taken for each item.
- The Editors-in-Chief shall forward accepted material to the copy editor for the performance of his/her after examination of the material for scientific accuracy and general composition. The Editor-in-Chief shall inform the copy editor of the style, usage, and format to be followed in the editing of material for the journal.

To Apply

For consideration for this position, please send your resume and cover letter to jobs@imconsortium.org by **October 4, 2021**. The cover letter should briefly describe how you have furthered the aims and scope of the journal.