

Journal of Clinical Sleep Medicine Editor-in-Chief Job Description

Updated February 2024

The AASM Board of Directors is strongly committed to advancing the quality and impact of our flagship journal, the *Journal of Clinical Sleep Medicine*. We are seeking an editor-in-chief to implement strategies advancing a bold vision for the future of the journal. Novel science that impacts the clinical practice of sleep medicine continues to evolve and grow, requiring *JCSM* to continue its maturation as a dynamic and vibrant scholarly forum. The next editor-in-chief will be responsible for elevating *JCSM*'s reputation as the premier scientific journal for human sleep and circadian science, growing the journal's influence within academic and clinical medicine, and ensuring the journal's relevance to members of the sleep and circadian science and medicine community.

Term

Editor-in-chief is a five-year term beginning Jan. 1, 2025, with eligibility for a second five-year term at the discretion of the AASM Board of Directors.

Goals

The editor-in-chief will pursue the following goals for *JCSM*:

- Increase the journal's impact (and impact factor), visibility, and relevance to readers.
- Optimize the author's experience to attract the highest-quality human sleep and circadian science.
- Solicit editorials, commentaries, and critical reviews focusing on areas of high priority to the field, including issues of controversy.
- Ensure *JCSM* continues to serve as a forum for publication of the AASM's intellectual property as well as official statements of the Board of Directors that are relevant to the field.
- Develop strategies for efficiency in the publication process including rapid, high-quality peer review.

Responsibilities

Duties of the editor-in-chief include the following responsibilities:

Strategy

- Position the journal in alignment with the [JCSM strategic plan](#).
- Develop and oversee the journal's leadership team, including associate editors and editorial board members.
- Cultivate a large and diverse pool of qualified reviewers who conduct fair and timely reviews of manuscripts.
- Develop and implement a plan to attract high-impact publications to the journal.

Operations

- Solicit high-quality submissions including original articles, commentaries, editorials, and pro/con debates.
- Assign manuscripts to associate editors to facilitate the review process.
- Oversee the manuscript review process and initial acceptance decision, ensuring the highest standards of scientific integrity.
- Determine the composition of each monthly issue.
- Hold an editorial board meeting annually, typically at the SLEEP annual meeting.
- Provide a formal report to the AASM Board of Directors at least annually.

Relationships

The AASM Board of Directors will ensure that the editor-in-chief has the resources and support needed to advance the journal. The editor-in-chief will work closely with AASM staff, who facilitate production of the journal in coordination with external vendors.

Stipend

The AASM provides a stipend to the editor-in-chief in recognition of the time commitment required to fulfill these duties. If requested, the AASM can direct this stipend to the editor-in-chief's institution to ensure protected time for this role.