

Background

The *Australian & New Zealand Journal of Psychiatry* (ANZJP) is a monthly journal published by The Royal Australian and New Zealand College of Psychiatrists (RANZCP).

First published in 1967, the *ANZJP* provides a medium for the publication of high quality, peer reviewed, original research articles, reviews and correspondence in the field of psychiatry. One volume of twelve issues is published each year. Enjoying a strong international standing, the *ANZJP* is the leading psychiatry journal of the Asia-Pacific region and each issue has a circulation of approximately 12,000 institutions and 8,000 individual RANZCP members. More than 970,000 articles are downloaded annually.

The *ANZJP* publishes original articles which describe research or report opinions of interest to psychiatrists. These contributions may be presented as original research, reviews, perspectives, commentaries and letters to the editor.

The *ANZJP* complements the RANZCP's other major publication, *Australasian Psychiatry*. SAGE Publications Ltd (SAGE) currently publishes both journals on behalf of the RANZCP, and under the Publishing Agreement the RANZCP retains editorial control over the *ANZJP*, and sets and/or ratifies all editorship, editorial board and editorial policy matters.

The role of Editor

The Editor is an honorary appointment made by the RANZCP Board ("the Board").

The Editor has final, overall responsibility for each issue of the *ANZJP*, including any special issues. In addition to overseeing a wide range of matters relating to the publication of each issue of the *ANZJP*, the Editor is responsible for developing and implementing the broad editorial policy of the journal, developed in consultation with the RANZCP and SAGE.

The Editor is assisted by Deputy Editors, Associate Editors, and an editorial board. The functions of the Editor are directly supported by employees of SAGE and the Editor also liaises with the RANZCP Board, relevant RANZCP Fellows and staff on a regular basis.

The RANZCP publishes the *ANZJP* under a contractual arrangement with SAGE, and both the RANZCP and the Editor are bound by this Publishing Agreement.

Term of appointment

The term of appointment of the Editor of the *ANZJP* is five years, with the Editor eligible for re-appointment after the initial term has expired, provided that they do not serve more than two terms of five years.

Accountability

The Editor is accountable to the RANZCP Board, which will formally review the *ANZJP*'s performance at least annually, including but not limited to publication metrics, current issues and challenges, future plans and directions, broader matters relating to academic publishing, and the role of the Editor.

The Editor is an ex-officio member of the RANZCP's Journals Committee. The Editor is required to participate in regular meetings and other activities of the Journals Committee, providing regular reports and updates and discussing current issues.

Key editorial duties

The Editor, under delegation from the RANZCP Board, has responsibility for the following key areas:

General management

- Establishing general guidelines for the format and design of the *ANZJP* in conjunction with SAGE.
- Liaising with SAGE staff on production issues, and meeting regularly with them by tele- or video-conferencing.
- Meeting deadlines as agreed with SAGE, the RANZCP and the Journals Committee.
Ensuring there is no defamatory material or breach of intellectual property rights in published contributions provided for the journal by the authors, the Editor or the RANZCP.

Publication oversight

- Seeking contributions for publication in the *ANZJP*.
- Commissioning articles and editorial comment as required.
- Receiving and evaluating manuscripts in terms of their general worth and suitability for publication.
- Liaising with contributors and referees on editorial matters.
- Arranging and implementing an appropriate peer review process.
- Complying with accepted ethical and peer-review standards and best practices.
- Maintaining and, where possible, expanding an active reviewer pool.
- Ensuring that adequate copy for the compilation of each issue is provided, and that all contributions are in a form suitable for publication and ready for production.

With assistance from Editorial Team and Production:

- Meeting deadlines as agreed in the production schedule for the journal each year.
- Ensuring that all contributions conform to the 'Instructions for Authors'.
- Ensuring that all contributions meet reasonable standards of English presentation as agreed by SAGE in consultation with the Editor and the Journals Committee.
- Ensuring that all illustrations and tables meet appropriate standards of reproduction set by SAGE in consultation with the Editor and the Journals Committee.
- Obtaining, for each contribution, assignment of copyright and conflict of interest statements signed by each author.
- Responding to contributor queries, escalating or referring any issues to SAGE as needed.
- Maintaining confidentiality of editorial correspondence.
- Following an agreed production schedule for the journal each year.
- Forwarding any contributions, including any illustrations and tables, that were sent directly to the Editor, to SAGE in electronic format, as those contributions are received.
- Determining content and order of articles in each issue of the journal.

- Reviewing page proofs prepared by SAGE and notifying SAGE of any necessary amendments.
- Ensuring that advertising meets current advertising standards and conforms to the policies and objectives of the RANZCP.
- Ensuring that conflicts of interest and other matters pertaining to “publishing ethics” (including plagiarism, duplicate publication, publication of fraudulent or inhumane research, sensitive use of language and authorship problems) are dealt with appropriately.

Additional editorial obligations

In addition to the responsibilities outlined above, the Editor must:

- Ensure that they are aware of the requirements of the RANZCP in relation to the journal, and adhere to those requirements.
- Ensure that the obligations of the RANZCP under any publishing agreement are met, on time.
- Maintain and develop the journal’s editorial quality, giving due attention to editorial consistency, editorial and publishing deadlines, the RANZCP’s contractual obligations, and appropriate consideration of feedback from peers, key stakeholders and professional bodies.
- Ensure that journal content is appropriate and in accordance with the RANZCP’s and the *ANZJP*’s objectives, and that the profile of the journal is commensurate with the standing and views of the RANZCP.
- Maintain an editorial board, in consultation with the RANZCP, that reflects a range of subject expertise and appropriate balance (including, for example, gender and location).
- Ensure that the journal avoids bias in favour of the interests of particular schools or directions or research, or particular political or narrow disciplinary objectives to the exclusion of others.
- Uphold the *ANZJP*’s, and the RANZCP’s, reputation in public forums including social media interactions, whether in a personal or professional capacity.
- Participate in a meeting with SAGE and the Journals Committee at least once a year to discuss market data, promotional activities, revenue forecasts, any changes to editorial policy or content, key staff changes, and all other matters that affect the publication, promotion and distribution of the RANZCP’s journals.
- Provide an annual report to the Board, highlighting achievements during the year as well as any issues associated with publishing the journal.
- Follow international developments in psychiatry and stay abreast of current debates.
- Follow international developments in scientific publishing and maintain a commitment to best practice publishing at all times.
- Be familiar with and comply with all relevant Australian and New Zealand privacy legislation.
- Seek legal advice from the RANZCP’s Legal Counsel for any matters pertaining to the journal which may require such advice.
- Contribute to the growth of the *ANZJP* by identifying new opportunities and directions and ensuring that editorial policy keeps abreast of these changes.
- Discuss with and seek the approval of the Journals Committee for any major structural, format or design changes to the journal.
- Collaborate and maintain a close working relationship with the Editor, *Australasian Psychiatry* to ensure there is appropriate delineation between both journals, as well as promotion of both journals as complementary scholarly publications of the College.

- Establish and maintain good relationships with key people and organisations in the mental health debate, including leading researchers, policymakers and spokespersons.
- Document and maintain a record of editorial and administrative processes, including contact details of key editorial and production personnel.
- Participate actively in the RANZCP's Journals Committee and liaise with relevant RANZCP staff to ensure that, where appropriate, papers published in the journal are effectively publicised through appropriate marketing and media strategies.
- Work with the publisher and the RANZCP in relation to the journal's marketing activities and strategies.
- Abide by the RANZCP's Code of Ethics and Code of Conduct.
- Work collaboratively with the Deputy Editors, Associate Editors and editorial board.
- Work cooperatively with an Editor-Elect to ensure a smooth transfer of editorial duties.

Key relationships

The Editor will develop and maintain professional relationships with the following key stakeholders:

- SAGE staff involved in the publication of the *ANZJP*
- Contributors
- Deputy Editors, Associate Editors, and the *ANZJP*'s editorial board
- The Editor of *Australasian Psychiatry*
- The RANZCP Board and Journals Committee
- Key RANZCP staff including, but not limited to, the Executive Manager, Membership, Events and Publications, Legal Counsel, Member Communications Advisor, Media Manager, and the Chief Executive Officer.

Manuscript management

SAGE uses ScholarOne for peer review and manuscript management of the *ANZJP*. This is a web-based application that facilitates online submission, assignment of reviewers, online peer review and associated dialogue with authors and referees.

The Editor is required to work independently using ScholarOne. SAGE will provide individualised training and support and may be asked to tailor the system according to the Editor's preferred work style.

Expenses

The RANZCP will cover expenses reasonably incurred by the Editor in the performance of their duties. Expenditure for editorial expenses will occur within usual College delegations and be in line with guidelines that are reviewed regularly by the Journals Committee.

Hours of work

The Editor is responsible for arranging their personal schedule to ensure that they devote sufficient time to the publication of the *ANZJP*. As a guide, this is expected to involve 10-12 hours per week.

KEY SELECTION CRITERIA

- Fellowship of the RANZCP for a minimum of five years.
- A demonstrated commitment to psychiatric research and publishing, along with an extensive personal publication history.
- Excellent scientific and general writing and editorial skills. Previous editorial experience in psychiatric publishing is essential.
- A broad knowledge of contemporary psychiatric practice, as well as international developments in psychiatry.
- Understanding of, and experience in, journal publishing and production processes.
- Understanding of the Impact Factor and other bibliometric measures of journal performance, including the strengths and limitations of such measures.
- Sound IT skills, and the ability to utilise technology in performing editorial functions.
- A wide range of contacts across the profession and the respect of peers.
- Strong interpersonal and verbal communication skills, and the ability to build relationships and networks with key academics, researchers and other leaders in the field, both locally and internationally.
- An understanding of publishing law and ethics, and handling conflict of interest.
- Good standing within the RANZCP and other relevant regulatory bodies.
- No significant conflict of interest as outlined in the conflict of interest declaration. For example: ownership of shares, patents, role in company as director that has commercial interests in products/treatments related to psychiatry such as companies manufacturing medications, delivering treatments and providing assessment tools.
- Commitment, enthusiasm and a willingness to work diligently on behalf of the RANZCP to produce a flagship publication which will be of value to RANZCP members and mental health professionals.
- The ability to work under pressure and adhere to editorial and publication deadlines.
- A strong attention to detail / the ability to be precise and accurate.

Revision Record

Contact: Executive Manager, Membership, Events and Publications

Authorising Body: Board

Responsible Committee: Membership Engagement Committee

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Date	Version	Approver	Description
4 August 2020	1.0	B2020/11 R15	New document.
17 February 2024	1.1	B2024/2 R07	Updates to document to support the recruitment of new Editor.

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