

ERS Monograph

Chief editor: job description

Background

The *ERS Monograph* is a peer-reviewed quarterly book series (<https://books.ersjournals.com/>), published by the European Respiratory Society. It provides clinicians at all levels with a concise, comprehensive educational tool. Written by experts, each book covers an ongoing concern within respiratory medicine.

All ERS members (>30,000) have online access to the *Monograph* and it is a well-used membership benefit. The *Monograph* is also sold in print to individuals and non-members through the ERS website, the ERS Bookshop at Congress, and travelling bookshops at respiratory and medical conferences. Library subscriptions are also available to purchase.

Each *Monograph* has an accompanying podcast: <https://soundcloud.com/erjpodcast>

The role of the chief editor

This position has a 4-year mandate (non-extendable, non-renewable), commencing September 2022 and finishing in September 2026. The new Chief Editor would be expected to begin shadowing the current Chief Editor around 6 months before the start of their mandate. Although the Chief Editor is appointed by ERS, editorial decisions are independent from the ERS committees.

This position is a great opportunity to play a role in education within the ERS, reaching an audience of thousands across the globe and providing a high-quality educational tool to respiratory professionals at all stages in their careers.

Administrative, editorial and technical support will be provided by the ERS publications office.

The main responsibilities of the editor are as follows.

Main responsibilities

- Taking responsibility for the content in *ERS Monograph*
- Acting as the public face of *ERS Monograph* within the respiratory profession
- Selecting and maintaining a diverse editorial board that is representative of respiratory medicine and science worldwide
- Taking responsibility for and communicating editorial policy, and addressing publication ethics problems
- Ensuring a balance of topics and material appropriate to the *Monograph's* aims and scopes
- Establishing an agenda for and chairing editorial board meetings (held annually, during the ERS Congress, and with addition teleconferences if required)

- Communicating with the editors of the other ERS publications regarding a coordinated strategy to ensure continued success of the ERS publishing portfolio
- Attending other ERS meetings as required, such as the Publications Committee (as an observer at the Congress meeting), the Education Council and the ERS General Assembly

Editorial tasks

- Involving members of the editorial board in planning future topics and selecting Guest Editors
- Selecting *Monograph* topics in a timely manner and in response to developments in the field
- Selecting Guest Editors with a wide knowledge of the topic and who are likely to perform effectively
- Ensuring that Guest Editors and authors are working to an agreed publication schedule and taking action when required
- Overseeing a transparent submission and peer-review process
- Assessing all content before publication and suggesting amendments where appropriate
- Ensuring content complies with instructions for authors and with ERS policies
- Maintaining awareness of respiratory books published by other societies or publishers
- Collaborating with publications office to increase profile and visibility of the *Monograph*

Personal requirements

- Relevant medical and scientific qualifications and experience in respiratory medicine
- Previous international editorial experience, ideally with either books or commissioned series
- Excellent written and spoken English
- Excellent communication skills
- Leadership skills, including the ability to motivate others
- Excellent organisational skills, with ability to plan months in advance
- Awareness of the importance of publishing deadlines
- Interest in scientific, technical and medical (STM) publishing
- Ability to devote requisite time to *ERS Monograph* and ERS activities
- A dynamic and proactive approach to commissioning book articles and advocating the publication, utilising a broad range of contacts across the full spectrum of respiratory medicine
- Interest in medical education