

## **Editor *Epileptic Disorders***

*Epileptic Disorders* is the International League Against Epilepsy's premier journal for educational communication.

**Mission:** To create and disseminate educational material related to epilepsy and to foster educational links between epileptologists and other health professionals in clinical practice as well as scientists or physicians in research-based institutions

### **POSITION**

Editor, *Epileptic Disorders*

### **TIME REQUIREMENT**

10 hours/week

### **TERM**

Two years, renewable in two year terms

### **PAYMENT**

For each year of the term, the Editor's institution shall be compensated for services provided by the Editor at an annual rate of \$25,000

### **QUALIFICATIONS**

- A strong commitment to publication
- An established record of scholarship and leadership in the epilepsy field
- Strong organisational skills
- Experience in publishing desirable

### **DUTIES**

The primary functions of the editor are

1. To provide editorial oversight to the journal. The editors are wholly responsible for the editorial content of the Journal, which is independent of ILAE input, and for ensuring high educational value.
2. To promote education on behalf of the ILAE.
3. To coordinate with the editors of the other ILAE journals

4. To engage with the ILAE executive committee to ensure that the journal is aligned with the ILAE mission.
5. To liaise with the publisher and other agencies, to ensure smooth running and management of the journal.

<b>1. EDITORIAL Task</b>	<b>Frequency</b>
Handling manuscripts, decide which to be reviewed, assign reviewers, consider reviews, make final decision on publication, communicate decisions with authors	Weekly
Liaise with other editors	Weekly
Correspond with authors and reviewers	Daily
Decide (and alter where appropriate) policy on editorial matters (eg editorial strategy, and emphasis, content, format, website etc) in order to establish brand relative to other ILAE journals and to comply with the terms of the ILAE contract with the publisher	As required
Monitor reviewers, review lists, lag times, acceptance rates, journal metrics	Monthly
To solicit reviews and educational articles to meet the mission of the journal	As required
Participate in editorial conference between editors	Monthly
Determine table of contents for each print issue	Monthly
Generate short list and assessment for annual prize	Annual

<b>2. LIAISON WITH ILAE Task</b>	<b>Frequency</b>
Communicate with ILAE EC re journal support of the ILAE mission, financial aspects, report editorial matters	As required
To participate as member of the ILAE Publication and Education Task Forces	Face to face meetings or teleconference as required
At least one editor to attend ILAE EC meetings as nonvoting member	Face to face or teleconference as required
Provide written reports to ILAE as requested	As required
Oversee budget for journal	

<b>3. LIAISON WITH PUBLISHERS etc Task</b>	<b>Frequency</b>
Day to day consultation and management of publication	
Liaise with publisher re: format, editing, content management, advertising, publicity	As required
Liaise with publisher, re: running of Manuscript Central Epileptic Disorders website	As required
Liaise with publisher re: journal developments and enhancements	As required
Meet with publisher face to face	Once/year
Liaise with ILAE/publishers re financial issues, industry liaison	As required
Liaise with Editors of other journals, and attend Editor meetings	As required