

Duties and Responsibilities of the Editor in Chief

- Provide a direction to the Journal, in keeping with the aims, scopes, and policies established by the Society's Executive Committee.
- Contribute to the synergistic development of the different Journals of the Society.
- Oversee the Journal's editorial development and selection of content.
- Serve as Journal ambassador to the international community of editors, reviewers, and authors.
- Serve as chair of the Journal editorial board, nominating for approval by the Society's Executive Committee other members of the Journal editorial board representative of major segments of the field. Contribute to the direction of the Journal's editorial board, consulting with them regarding the Journal's editorial development, and facilitating annual editorial board meetings.
- Contribute to develop the editorial calendar of the Journal, including key review articles and/or other ongoing special features.
- Invite authors to submit an adequate number of high-quality manuscripts in a timely fashion and according to instructions to authors developed between the Editor and Publisher in order to comply with the Journal's Aims and Scope and production schedule from the Publisher, which may be updated from time to time as agreed by the Society, Editor in chief and Publisher.
- Work with the Society's Executive Committee or its designee to coordinate the content of the Journal with that of other Society publications.
- Contribute to develop and maintain a sufficient pool of expert and responsive reviewers. Oversee the peer review of manuscripts, deciding which manuscripts to publish consistent with the Journal's established peer-review criteria and page budget, and helping authors develop their manuscripts for publication. The duties associated with the administration of the Journal's peer review shall be the shared responsibility of the Editor and Publisher, as agreed by the Society, Editor in chief, and Publisher.
- Keep abreast of and work to improve Journal metrics, including Impact Factor, page views, and other reasonable measures deemed appropriate by the Society.
- Serve as main contact between Society and Publisher on matters involving the Journal's editorial policies and content. Oversee, on behalf of the Society, Publisher services including copyediting, proofreading, and processing and tracking of articles selected by the editors for publication. Providing Publisher, directly or through other Journal editors and authors, with the text, illustrations, and other materials for the Journal in a format mutually agreed upon by Society and Publisher.
- Assist the Publisher as needed, from time to time, in obtaining from the Journal's authors permissions, work-for-hire agreements, copyright transfer agreements or grants of license, disclosures of any conflicts of interest, patient permissions, and any other documentation necessary for the publishing of each contribution, as mutually agreed by Society and Publisher.
- Prepare an annual editorial report for the Society Executive Committees, including detailed editorial data such as time to first decision and other data as reasonably requested by the Society.
- Adhere to the operating budget for the Journal as determined annually by Society and not making decisions regarding the business aspects of the Journal or incurring non-budgeted costs for the Journal or Society without prior approval in writing from Society.
- Attend Society meetings as reasonably requested by the Executive Committee.

Please apply for *Epilepsia* Editor in Chief here: <https://wkf.ms/3LWc4An>

Please apply for *Epilepsia Open* Editor is Chief here: <https://wkf.ms/3ZJ6iHD>

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