



**Canadian Journal of Public Health
Editor-in-Chief
Terms of Reference**

The position of Editor-in-Chief is voluntary and no remuneration is provided. Reasonable expenses will be covered. The Editor-in-Chief works closely with the CPHA Managing Editor. The majority of work will be completed using web-based software; therefore, the Editor-in-Chief can work from any location in Canada.

Roles and Responsibilities

The responsibilities of the Editor-in-Chief include:

- Developing and implementing strategies for the CJPH to fulfil its mission;
- Chairing the Editorial Board;
- Appointing and dismissing Senior Editors;
- Ensuring that, collectively, Editorial Board members possess all the skills and expertise to manage the content of the CJPH;
- In collaboration with Senior Editors:
 - Developing and implementing editorial policies for the CJPH;
 - Assessing new submissions for suitability for review;
 - Managing the peer-review process until a final decision to accept or decline is made for each paper that was judged suitable for peer review; and
 - Recruiting reviewers.
- Disseminating information about the journal and raising the journal's profile among relevant institutions and constituencies;
- Identifying qualified colleagues to review submitted articles and/or contribute to the journal's work in other ways;
- Ensuring the overall quality of the peer-review process;
- Addressing issues arising from correspondence from authors or brought forward by the Managing Editor;
- Authoring, or arranging for a guest author for, the Editorial in each issue of the CJPH;
- Representing the CJPH at various venues;
- Initial screening of proposed Supplements to the Journal and final approval of Supplement manuscripts; and
- Annual reporting to the Journal Oversight Committee on publications, editorial policies and other issues related to the Journal.

Required knowledge, skills and abilities:

- Strong academic background in one or more disciplines of public health
- Recognized leader in the field of public health with a strong publication record
- Solid understanding and appreciation of diverse research methodologies
- Strong analytical skills
- Strong time management and organizational skills
- Ability to network with peers in a wide variety of settings and disciplines
- Excellent written and verbal communication skills
- Experience with scientific editing
- The ability to communicate and work in both English and French is an asset.

Appointment

The Editor-in-Chief is appointed by the CPHA Board of Directors on the recommendation of the Journal Oversight Committee for a five-year term, with the possibility of renewal once.