

**Request for Applications  
for Position of Editor-in-Chief,  
*Clinical Gastroenterology and Hepatology***



American Gastroenterological Association  
4930 Del Ray Ave.  
Bethesda, MD 20814

**The American Gastroenterological Association (AGA) invites applications for the position of editor-in-chief for its official clinical practice journal, *Clinical Gastroenterology and Hepatology (CGH)*. The term of office is five years, beginning on July 1, 2022, and ending June 30, 2027.**

**About *CGH***

Published since 2003, *CGH* is the go-to resource on a broad spectrum of themes in clinical gastroenterology and hepatology and publishes the best original research in the field. *CGH* is ranked 10th out of 88 journals in the Gastroenterology and Hepatology category and its 2019 impact factor is 8.549.

**Structure and Content**

***Print***

*CGH* is published monthly in print, with two special issues published during the EIC term. A typical issue consists of approximately 245 pages containing original research, patient education, reviews, letters to the editor, editorials, graphical abstracts, research correspondence and special content including Clinical Practice Updates, Educator and Trainee Perspectives, Images of the Month, Practice Management, Here and Now: Clinical Practice. The original research is currently divided into these categories: Alimentary Tract; Liver, Pancreas, and Biliary Tract; Endoscopy; Systematic Reviews and Meta-analyses and Research Correspondence. The print version of *CGH* contains advertising in accordance with the AGA's policy on advertising in its journals.

### **Online**

*CGH* publishes its full printed content online each month via two platforms: a member/subscriber platform and an institutional platform. Both platforms are mobile optimized. Additionally, accepted articles are posted to the "Articles in Press" section of the journal's web site [www.cghjournal.org](http://www.cghjournal.org) and are indexed on PubMed within three-to-five business days after acceptance. *CGH* offers a range of online-only content including continuing medical education activities, article collections, practice management, electronic images of the month, graphical abstracts and supplementary figures and tables. The journal's social media offerings include Twitter, YouTube, Facebook, Instagram, LinkedIn and the AGA Journals Blog. *CGH* also has a mobile app. Online advertising is permitted in accordance with the Policy Regarding Advertising in AGA Institute Periodicals.

### **Key Journal Statistics**

The journal receives approximately 2,000 original manuscript submissions per year, 66 percent of which are from outside the United States. Submissions are processed by the editorial office within 1-2 business days. For manuscripts that are externally reviewed, authors typically receive a decision within thirty-one days of submission. Six percent of submitted manuscripts are referred from *Gastroenterology*. Approximately 47 percent of submitted original articles are topics related to the alimentary tract and 53 percent are topics related to the liver, pancreas, biliary system. The current acceptance rate is approximately 16 percent.

### **Circulation and Translations**

Total circulation for *CGH* is 19,262 worldwide and includes AGA members (as a benefit of AGA membership) and individual and institutional subscribers. Selected journal content is translated and distributed to multiple regions throughout the world.

### **Organizational Structure**

#### ***Board of Editors***

The *CGH* board of editors currently consists of an editor-in-chief (EIC), one senior associate editor, eight associate editors (AEs), four section editors (SEs), one cost-effectiveness and decision-analysis editor, and a biostatistical editor (the exact number of individuals in each position can be adjusted based on financial and editorial considerations). Two social media editors work with all AGA journals in promoting content and news online (one promotes clinical content and one promotes basic content.) Social media editors are chosen through a separate process and should NOT be included on the slate of the board of editors.

The EIC and board of editors are responsible for the intellectual quality of the journal, whereas the journal's physical appearance is the responsibility of the AGA staff and publisher, with input from the editor.

AEs participate in the peer-review process by assigning reviewers to manuscripts and, in cooperation with the EIC, making determinations regarding acceptance or rejection of manuscripts. They also provide ongoing counsel to the EIC regarding the intellectual quality, policies, initiatives and direction of the journal.

SEs develop, solicit and review content specific to their sections, in cooperation with the EIC. The biostatistician, upon request, reviews all manuscripts that require extensive statistical expertise. The cost-effectiveness and decision analysis editor reviews studies related to modeling and cost-effectiveness.

The board of editor positions are not part of the AGA's paid managerial staff but are paid an honorarium as approved by the AGA Institute Governing Board. All positions will be required to complete the AGA Institute's Potential Conflict of Interest statement annually.

### ***Editorial Board***

Members of an independent, international editorial board serve as regular reviewers for submitted manuscripts. The editorial board members also provide counsel to the EIC and AEs as needed. The EIC appoints members of the editorial board for three-year terms. Tenure is staggered, and each year approximately one-third of the editorial board is newly appointed.

### ***Editorial Office and Publisher***

A permanent editorial office in Bethesda, Maryland, manages the submission, solicitation, review and promotion of the journal's content. The staff is also responsible for assisting in the development, implementation and evaluation of new content, initiatives, policies and procedures. The staff works closely with *CGH's* publishing partner, Elsevier, on matters related to production, online presence, marketing and new business opportunities. An illustration and graphics team develop complex medical illustrations and redraws author-submitted line art as needed.

### **Authority and Reporting**

The EIC reports to the AGA Institute Publications Committee. Proposed changes that will significantly affect *CGH's* mission, structure, format, finances or editorial philosophy must be reviewed and approved by the committee and, in some cases, the AGA Institute Governing Board.

The EIC has sole final authority over all decisions regarding the acceptance or rejection of manuscripts for publication and all other matters related to scientific integrity. However, the AGA Institute Governing Board has editorial authority over the section of the journal commonly referred to as "the AGA pages," after having made the EIC and staff aware of the content in advance of publication.

The prestige and financial stability of the AGA are closely linked to *CGH*. Therefore, final authority over journal operations, with the exception noted in the preceding paragraph, rests with the AGA Institute Governing Board.

### **Responsibilities of the Editor**

#### **General Responsibilities.**

The fundamental duties of this position are as follows:

1. Establish and maintain the highest standards of quality for the content and physical appearance of the journal. In doing so, the editor will work cooperatively with the board of editors, AGA staff, AGA Institute Publications Committee and Elsevier.

2. Achieve the objectives for the AGA's publishing program set forth in the strategic plans of the association and the journals.
3. Assist the AGA staff and the publisher in maintaining the physical standards and design of the publication. All design modifications must align with the AGA brand policy.
4. Ensure the relevance of *CGH* to relevant AGA constituencies, including clinical investigators who study the digestive system, gastroenterology clinicians and trainees.
5. Maintain the fiscal integrity of *CGH* in cooperation with the AGA staff to ensure that the financial objectives established by the AGA Institute Governing Board are achieved. These goals will be accomplished under the operational authority and responsibility of the publications committee.
6. Increase the readership of the journal by providing direction for the editorial content and striving to enhance the quality and impact of the journal.
7. Maintain and enhance the reputation of the journal among clinical investigators as a vehicle for publication of their work.
8. Serve as the journal's voice to various internal and external audiences, including the media. The EIC is also responsible for representing the journal at major scientific meetings in order to attract submissions.
9. Maintain the quality, efficiency, accuracy and fairness of the review process by directing the activities of the board of editors and editorial office staff.
10. Work collaboratively with the EICs of the other journals in the AGA portfolio, including participating in joint quarterly teleconferences, discussing the ultimate destination for certain types of content and implementing new initiatives, policies and procedures.

### **Specific Responsibilities.**

To accomplish the foregoing, the EIC will participate in the activities described below.

1. Direct the peer-review process in the following ways:
  - a) Assign new manuscripts to AEs via the online manuscript management system.
  - b) Lead a weekly conference call with the board of editors to discuss and approve preliminary decisions. The EIC retains final authority over and responsibility for those decisions.
  - c) Work with AGA staff to ensure that the peer review processes are efficient and fair and journal policies are enforced.
  - d) Be alert for and, in cooperation with AGA staff, manage violations of ethical policies including plagiarism, duplicate submission/publication and failure to disclose relevant conflicts of interest.
2. Field personally or triage as necessary to the board of editors and AGA staff all incoming communications related to journal content and publication policies or decisions. (Communications received by AGA staff will likewise be referred to the editor or others as appropriate.)
3. Develop the table of contents for each issue.
4. In cooperation with the AGA staff:
  - a) Participate in any exercises initiated by the AGA staff to change the physical quality, style and appearance of the journal. All design modifications must align with the AGA brand policy.
  - b) Suggest and evaluate new initiatives related to content (type and delivery), policies and practices.
  - c) Develop the budget for the EIC's onsite editorial office.
5. Attend all publications committee meetings (there are two in-person meetings, one at DDW and one in September, and teleconferences as needed).

6. Appoint an appropriate number of qualified associate, section and biostatistical editors (duties as described previously) and coordinate their activities, and recommend editorial board members.
7. Lead annual board of editors meeting at Digestive Disease Week (DDW) to review journal metrics and the publisher's report and to discuss future initiatives.
8. In cooperation with editorial staff and the medical illustration and graphics team, develop the content and concept for each month's cover.
9. In cooperation with AGA staff and editors of other AGA journals, select two fellows annually to receive training and mentorship on journal operations, as well as scientific publishing in general.

### **Tenure**

The editorship will begin July 1, 2022 and conclude June 30, 2027. There will be a six-month transition period beginning January 1, 2022, during which the new EIC will work with the current EIC and AGA and Elsevier staff to ensure a smooth transfer of duties. Responsibilities during this transition will include consulting with the existing editor; attendance of weekly board of editors' meetings; and training on journal operations and policy with the AGA staff. There will also be a three-month period at the end of the EIC's term, ending September 30, 2027, where they will serve as consultants and provide consistency and guidance for the new EIC. This may include attendance at the first DDW following the end of their official term, to offer consultation to the new board.

AEs and SEs will have a shorter three-month onboarding period before their official term, with similar responsibilities. AEs will train with their counterparts on the outgoing board and serve in a three-month consulting role at the end of the board's term. Transition duties of the SEs would be determined by the individual needs of each section.

The EIC would also have the option, in an open competition with other applicants, to re compete for one additional five-year term. An EIC selection committee would refer to performance and predictive analytics gathered in cooperation with the AGA staff, as well as the quality of new proposals, to inform their decision on whether to recommend renewal of the EIC for an additional term vs. selecting a new EIC. Anyone approved to serve a second full term as EIC would not be permitted to reapply for a third term.

### **Honoraria and Expenses**

The EIC will receive an annual honorarium of \$25,000. Applicants are required to provide a projected budget for their office expenses. Other expenses such as AGA business travel and per diem will be reimbursed as per AGA policy.

The AGA staff will guide the EIC in determining the amount of honoraria for the AEs, SEs and biostatisticians. The amount of honoraria will be subject to approval by the AGA Institute Governing Board.

### **Requirements**

Applicants must demonstrate an outstanding record of scientific achievement as evidenced by publications and professional activities and possess a comprehensive understanding of biomedical publication issues and processes, to include online submission, review and publication. Experience in the operation of a scientific journal as an EIC or AE is desirable. Annually, the EIC will be required to complete the AGA Institute's Potential Conflict of Interest Disclosure Statement. For any manuscripts submitted to *CGH* during his or her term, the EIC must adhere to the journal's Conflict of Interest Policy. Lastly, the EIC must be able to devote

sufficient time to *CGH* matters. This will likely necessitate relinquishing some current responsibilities and should be stated in the application.

It is anticipated that the new EIC will be located at an academic institution and will hold a full-time, nationally and internationally recognized position (e.g. professor faculty-equivalent and/or major administrative leadership position).

### **To Apply**

To be considered for this position, applicants should provide the following:

1. A current curriculum vitae.
2. A completed AGA Institute Potential Conflict of Interest Disclosure Statement.
3. A summary of how you would ensure relevance of *CGH* to AGA constituencies, including clinical investigators, clinicians and trainees (not to exceed two pages)
4. The specific objectives you want to achieve over the duration of your term (not to exceed two pages).
5. Strategies to increase readership, reputation and impact factor (not to exceed two pages).
6. Your approach to maintaining the quality, accuracy and fairness of the review process (not to exceed two pages).
7. An evaluation of *CGH*'s current content, organization, physical appearance and policies, along with recommendations for change, if any (not to exceed three pages).
8. A description of the current issues facing the field of scientific publishing and how those issues might affect *CGH* (examples include pre-print servers, the push for open access business models, transparency, alternative metrics to the impact factor, predatory publishers, etc.) (not to exceed two pages)
9. A description of the number and type of associate, section and biostatistical editors deemed necessary, and the specific people planned for these positions, along with their areas of interest and the institutions with which they are affiliated. Biosketches of each editor must be included. The application should include letters of interest/commitment from the appointees. Please note that your proposed AEs must comply with the AGA's conflict of interest policy—that is to say, they cannot serve on the boards of editors of competing journals or have co-existing major leadership positions in other major gastroenterology-related organizations. Please take this into consideration when you are selecting your AEs.
10. A budget for your office expenses.
11. Your vision for how the AGA journals (*Gastroenterology*, *CGH*, *CMGH* and *TIGE*) can work collaboratively (not to exceed one page).
12. Any other information you deem appropriate.

### **Review Criteria**

The EIC selection committee will follow the below criteria when reviewing the applications.

1. The candidates will be evaluated in terms of reputation, experience and integrity. The EIC must be recognized by the national and international research communities and be credible to clinical researchers. The individual must be perceived as unquestionably fair-minded and must be capable of leading a strong team. The EIC must be progressive in their thinking about publishing, open to change and flexible in evaluating new publishing models. The EIC must be sensitive to the economics of the publication and include business considerations in their decision-making.
2. The proposed members of the board of editors will be evaluated in terms of their reputation, experience and integrity. The team will also be evaluated in terms of balance, diversity, and should broadly cover the field of gastroenterology and hepatology. It is

vital that the board of editors reflects the makeup of the GI community. To that end, and to align with AGA's efforts around diversity, equity and inclusion, we strongly encourage you consider the gender, race, ethnicity, and geographic location of the individuals you select for your board. For more information on the demographic breakdown of the GI community contact Thoba Petrovic.

3. The EIC's vision for the publication will be evaluated in terms of the likelihood to reach a top position within the specialty. The challenges facing the publishing industry must be taken into consideration. A strong organizational plan should be articulated.
4. The strategic plan for the publication must be fiscally sound.

A comprehensive application addressing all the foregoing items should be sent via email to:

Thoba Petrovic  
Senior Managing Editor, *CGH*  
[tpetrovic@gastro.org](mailto:tpetrovic@gastro.org)  
Tel: 301-941-9780

**Deadline for receipt of applications is April 1, 2021. It is anticipated that the successful candidate will be announced prior to DDW 2021.**

All inquiries regarding this position are confidential.