

**Request for Applications  
for Position of Editor-in-Chief,  
*Gastro Hep Advances***



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

**The American Gastroenterological Association (AGA) invites applications for the position of editor-in-chief (EIC) for its new open access journal, *Gastro Hep Advances*. The term of office is five years, beginning on July 1, 2021, and ending June 30, 2026.**

### **About AGA**

The American Gastroenterological Association is the nation's leading society of physicians and scientists who study and treat digestive diseases. Founded in 1897, the AGA has more than 16,000 members from around the globe who are involved in all aspects of the science, practice and advancement of gastroenterology (GI).

### **About *Gastro Hep Advances***

*Gastro Hep Advances* is a broad-scope, open access journal that will publish papers on both basic and clinical gastroenterology and hepatology. The open access model, which will be supported by article processing charges (APCs), will enable authors who have funding mandates around open access to have a high-quality home for their research. A core objective of *Gastro Hep Advances* is to publish papers that were originally declined by the AGA's other journals but still represent outstanding science and therefore qualify for publication in a journal supported by the AGA brand. The journal will also encourage the submission of manuscripts not originally submitted to the other AGA journals. Compared with the other journals in the AGA portfolio, *Gastro Hep Advances* is less concerned with novelty and subjective perceptions of significance, but rather is more interested in publishing all research that is technically, ethically and scientifically sound.

The journal will be an online-only, open-access journal. Final, typeset and proofread articles will be published daily and collected into monthly issues that contain 15–20 original-research articles. Shortly after articles are accepted, they will be posted to the "Articles in Press" section of the journal's website and will ultimately be indexed on PubMed (after the National Library of Medicine formally accepts the journal for indexing in PubMed Central). Additionally, any federally funded research will be deposited into PubMed Central, which satisfies the National Institutes of Health access policy. Besides original research articles, the journal will also publish editorials, commentaries and reviews. Additionally, the journal's website will support multimedia files and supplemental data.

The AGA scientific periodicals program has an extensive social media portfolio, which the journal can use to help promote its content. The portfolio currently includes Twitter, Facebook, and *The AGA Journals Blog*. Online advertising is also permitted in accordance with the Policy Regarding Advertising in AGA Institute Periodicals.

### **Article Processing Charges**

The journal will require an APC to be paid for accepted articles. This will be the primary source of financial support for the journal. Authors will be required to pay this charge upon acceptance of their article. AGA's publishing partner, Elsevier, will manage the collection of these charges.

### **Organizational Structure**

#### *Board of Editors*

The journal's board of editors (BOE) will consist of an EIC and four associate editors (AE). AEs should be known experts in their respective areas. During their term on the journal, members of the BOE are not permitted to serve on the BOEs of other GI- or hepatology- related journals. Also, the EIC must not serve on the governing board nor regularly attend meetings of a governing board or finance committee of a major digestive disease organization other than the AGA. The EIC and BOE are responsible for the intellectual quality of the journal, whereas the

journal's online composition and format are the responsibility of the staff and publisher, with input from the EIC.

AEs participate in the peer-review process by assigning reviewers to manuscripts they deem to meet the standards for external review, and, in cooperation with the EIC, determining the manuscripts' suitability for publication. They also provide ongoing counsel to the EIC regarding the intellectual quality, policies, initiatives and direction of the journal. Additionally, the EIC may request that they periodically write commentaries and reviews for the journal.

The BOE positions are volunteer positions and are not part of the association's paid managerial staff. However, those serving in these positions will receive an honorarium as approved by the AGA Institute Governing Board. All incumbents will be required to complete the AGA Institute's Potential Conflict of Interest and Confidentiality Statement annually.

#### *Editorial Board*

The EIC and AEs select individuals to serve on the editorial board, which is an international group of regular reviewers. The editorial board also provides counsel to the BOE as needed. The EIC appoints members of the editorial board for three-year terms. Tenure is staggered, and each year approximately one-fifth of the editorial board can be newly appointed if so desired by the EIC. The members do not receive honoraria. The EIC and AEs should be mindful of scientific, geographic and other aspects of diversity when selecting individuals for the editorial board.

#### *Editorial Office*

A full-time managing editor and assistant managing editor, who are part of the AGA's paid staff, will manage the submission, solicitation, review, pre-production preparation and proofing of the journal's content. The staff will also support the development, implementation and evaluation of new content, initiatives, policies and procedures. The staff works closely with Elsevier on matters related to production, digital presence, marketing and new business opportunities.

#### **Authority and Reporting**

The EIC reports to the AGA Institute Publications Committee, which provides general oversight of the journal. Proposed changes that will significantly affect the journal'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 suitability of manuscripts for publication and all other matters related to scientific integrity. Final authority over journal operations, with the exception noted in the preceding sentence, 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 EIC will work cooperatively with the BOE, 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 *Gastro Hep Advances* to all AGA constituencies.
5. Maintain the fiscal integrity of *Gastro Hep Advances* 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. Grow the readership of the journal by providing direction for the editorial content and striving to guarantee its quality.
7. Grow the reputation of the journal among basic scientists and 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 BOE and editorial office staff.
10. Work collaboratively with the editors 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 regular (weekly or bi-weekly) conference calls with the BOE 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 BOE 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 EIC 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 Digestive Disease Week® (DDW) and one in September, and teleconferences as needed).
6. Appoint an appropriate number of qualified AEs (duties as described previously) and coordinate their activities, and recommend editorial board members.
7. Lead an annual BOE meeting at 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 issue's cover.

9. In cooperation with AGA staff and editors of other AGA journals, select two early career researchers annually to serve as fellows who will receive training and mentorship on journal operations, as well as scientific publishing in general.

### **Tenure**

The editorship will begin July 1, 2021, and conclude June 30, 2026. There will be a two-month development period beginning in May 2021, during which the new editor will work with the AGA and Elsevier staff to ensure a successful journal launch.

### **Honoraria and Expenses**

The EIC will receive an annual honorarium of \$12,000. Applicants are required to provide a projected budget for their office expenses, to include any anticipated expenses. Other expenses such as travel on AGA business 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. The amount of honoraria will be subject to approval by the AGA Institute Governing Board.

### **Requirements**

Applicants must demonstrate a strong record of scientific achievement as evidenced by publications and professional activities, and possess basic knowledge of biomedical publication issues and processes, to include online submission, review and publication. They should be well-recognized in their specific field and have a professional network that is sufficiently expansive to allow them to identify appropriate candidates for the AE positions and the editorial board. 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 *Gastro Hep Advances* 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 *Gastro Hep Advances* 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 position (e.g., assistant professor, associate professor, 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 statement of your views on the primary mission and audience(s) for the journal. This evaluation should include your assessment of the value of the journal to GI- and hepatology investigators (not to exceed two pages).
4. Your vision for the journal, including its content, organization, special features, multimedia components, website functionality and policies. Cite other online-only open-access journals as potential models to follow (not to exceed two pages).
5. Strategies to grow submissions, readership and reputation (not to exceed two pages).
6. Your approach to maintaining the quality, accuracy and fairness of the review process both for submissions referred from other AGA journals and for *de novo* submissions (not to exceed two pages).
7. Biosketches of each proposed AE. The application must include letters of support/interest from the appointees. As previously mentioned, the members of your BOE must comply with the AGA's conflict of interest policy— i.e., they cannot serve on

the BOEs of competing journals. Please take this into consideration when you are selecting your AEs.

8. A budget for office expenses.
9. Your vision for how the AGA journals (*Gastroenterology*, *CGH*, *CMGH*, *TIGE* and *Gastro Hep Advances*) can work collaboratively (not to exceed one page).
10. 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 have demonstrated achievement in basic/translational or clinical research. 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 BOE 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 BOE 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 Ryan Farrell (see below for email address).
3. The EIC's vision for the publication will be evaluated in terms of the likelihood to grow submissions, readership, and a reputation for being a solid home for GI research.
4. The strategic plan for the publication must be fiscally sound.

Please submit your application in a single PDF document. Email it to:

Ryan Farrell

Senior Publications Manager

[rfarrell@gastro.org](mailto:rfarrell@gastro.org)

301-941-9781

Mr. Farrell is happy to answer any questions you may have.

**Deadline for receipt of applications is March 15, 2021. It is anticipated that the successful candidate will be announced prior to DDW 2021.**

All inquiries regarding this position are confidential.