

CALL FOR APPLICANTS: WCET™ JOURNAL EXECUTIVE EDITOR

The WCET™ is hereby notifying all members that the position of Journal Executive Editor is vacant and qualified applicants will be considered to fill the position.

Qualified applicants are requested to submit the following items to admin@wacetn.org

by 10 February 2018:

- **Letter describing their interest, experience and how they meet the qualifications for the position**
- **Using the WCET™ Journal author guidelines, submit an 800-word editorial on a topic of their choosing relevant to WCET™ nursing to illustrate their writing ability for the WCET™ Journal.**
- **Professional resume with names and contact information of three references**

Key Qualifications:

- Served as an editor, assistant, or copy editor for a peer reviewed professional journal.
- Experience with the Scholar One manuscript management system or similar.
- Experience with proofreading or copy editing professional articles.
- A proven record of setting and meeting publishing deadlines.
- Ability to manage multiple projects/manuscripts.
- Has reviewed articles for a peer reviewed professional journal.
- Published multiple articles in a peer reviewed professional journal.
- Able to effectively communicate in English
- Current member of WCET™ or willingness to join WCET™.
- Wound, stoma or continence nursing expertise.
- Experience in clinical nursing, nursing education or nursing research.
- No conflicts of interest with present employment position; not employed by industry.

Key Duties of the Position:

- Manage multiple projects and meet established publishing production deadlines for the journal and supplement issues.
- Write an editorial for each quarterly issue of the WCET™ Journal.
- Proof read each issue of the WCET™ Journal by publisher deadline date.
- Maintain accuracy of ID list in the WCET™ Journal.
- Publish a yearly index of articles using the established WCET™ Journal format.
- Establish and maintain a productive working relationship with publisher, publishing staff, editorial board, WCET™ Journal partners (IIWCG), WCET™ Congress convenor/committee and authors.
- Approach speakers who presented papers and poster presenters to submit manuscripts for publication while at biennial Congress (or any other professional meetings attended).
- Assist new authors who need help to publish in the WCET™ Journal.
- Arrange for translation of President's message in each journal issue.
- Manage the peer review process which includes: selecting peer reviewers, reviewing the reviewers' comments, communicating to author(s) results of peer review, deciding if manuscript

is accepted or rejected for publication, communicating with author(s) throughout the revision process.

- Adhere to ICMJE Guidelines for manuscript publications.
- Communicate with the executive board about journal progress and concerns including regular written reports to the EB.
- Recruit and maintain an international editorial board.
- Select section editors to assist with articles on major topic areas of stoma, wound, and continence.
- Communicate work expectations to editorial board members.
- Annually evaluate performance of editorial board members.
- Communication with executive board, publisher, industry members, authors and general members using established WCET™ communication guidelines.
- Give and receive constructive criticism.
- Write one article or present a webinar encouraging and explaining publication in the journal at least once every 2 years.
- If requested, present a 'Publication in the WCET™ Journal Workshop' along with the publisher at the biennial WCET™ Congress.
- Any other journal functions as indicated by the president, executive board or publisher