



## Editor Proposal Requirements

### *International Journal of Dermatology*

International Society of Dermatology (ISD)  
Proposal Deadline: October 1, 2022

The International Society of Dermatology (ISD) is requesting proposals from individuals for becoming the next Editor of the *International Journal of Dermatology* (IJD). The IJD is currently publishing its 61st volume. The journal is published in English.

Published monthly, the *International Journal of Dermatology* is specifically designed to provide dermatologists around the world with a consistent, up-to-date source of information on all aspects of the diagnosis and management of skin diseases. Accepted articles regularly cover clinical trials; education; morphology; pharmacology and therapeutics; case reports; and reviews. Additional features include tropical medical reports, news, correspondence, proceedings and transactions.

The *International Journal of Dermatology* is guided by a distinguished, international editorial board and emphasizes a global approach to continuing medical education for physicians and other providers of health care with a specific interest in problems relating to the skin.

**Reporting Relationship and Term of Office:** The Editor reports to the ISD Board of Directors. Editorship will be for a period of four years starting January 1, 2024. There will be a mid-term review in 2026. The Editor's term is renewable for one additional cycle based upon approval of the ISD Board of Directors.

**Current Overview:** Currently the IJD has an Editor-in-Chief, Associate Editors, an Editorial Manager and an Editorial Assistant. There is an Editorial board whose members are recommended by the Editor and reviewed by ISD's Executive Committee.

**Letter of Intent/Proposal:** All individuals who intend to submit a proposal must return a letter of intent by September 1, 2022 and the completed proposal to the ISD office by October 1, 2022.

**Transition of Editors:** The Editor-designate will serve as an Associate Editor July 1 to December 31, 2023 and work closely with the current Editor on the content pipeline for the remainder of 2023 and the early 2024 issues. These roles will reverse January 1, 2024, with the Editor-designate taking responsibility for the manuscript review process, and the current editor serving as an Associate Editor at the new Editor's invitation.

#### **EDITOR-in-CHIEF RESPONSIBILITIES**

The duties and responsibilities of the IJD Editor shall include, but not be limited to, the following:

- 1) Serving as the head of the Journal Editorial Board.
- 2) Attending meetings of the Society as requested by the Executive Committee.
- 3) Serving as the principal contact between the Society and the Journal publisher (the "Publisher") on matters involving the editorial policy and content of the Journal.
- 4) Supervising, in a timely fashion, the duties of the Publisher with respect to the publication of the Journal, including copyediting, proofreading, processing and tracking of articles selected by the editors for publication.
- 5) Working with authors whose proficiency in English requires additional editing.

- 6) Directing the editorial efforts of the Associate Editors and consulting with them regarding actions taken with respect to the Journal.
- 7) Working with the other members of the Journal Editorial Board to integrate and coordinate the scientific and clinical content of Journal.
- 8) Creating a matrix of subject matter listings to be drawn upon in selecting articles for publication in the Journal.
- 9) Soliciting, reviewing and selecting articles for publication.
- 10) Corresponding with authors regarding the Publisher's requirements for manuscript format, deadlines, and production schedule and medical artists' requirements for artwork.
- 11) Preparing an annual management report for the Society's Board of Directors including a detailed financial report of expenses and recites and if requested an audit of the records at the Society's expense.
- 12) Managing all administrative expenses for the editorial office.
- 13) Working with the Executive Committee to coordinate the content of the Journal with that of other Society publications.

The Editor may maintain an editorial office at his/her home organization. Currently, the IJD Editor has part-time Editorial Assistants at their institution. Candidates are invited to propose structures that they feel would best accommodate their own circumstances to achieve the goal of keeping the IJD the premier journal in global dermatology.

#### **PROPOSAL REQUIREMENTS**

Proposals must include: (1) a cover letter, (2) a narrative section, (3) 2 letters of support including one from your Institution/Organization, and (4) your current Curriculum Vitae. The candidate must be proficient in English and a member in good standing of the ISD.

**Cover Letter:** Your cover letter should summarize your qualifications and the reasons for your interest in this position. We ask that you include your vision for the IJD in the future. Topics might include your view on print versus electronic publishing, open access versus subscription-based models, and new media for Internet-based publication of the journal, including audio and video components. The evolution of the journal will proceed as part of a close relationship with Wiley, the journal's publisher, but the IJD is owned by the ISD, and the organization and its editor can work together to make the ultimate decisions about the directions for the journal in our rapidly changing publishing environment.

**Narrative:** The narrative section, not including appended material, should be no more than ten pages in length and should address at least the following as well as anything else the prospective candidate feels is important to include:

- a discussion of their vision of optimal scholarly communication for the field of global dermatology, the role of the IJD within that vision, their key strategies for positioning the IJD in that role, and three measurable objectives for the journal during their initial four-year term.
- a description of what the applicant considers their leading qualifications for assuming the role of the Editor-in-Chief of IJD;
- a discussion of any changes in editorial and review processes or procedures that the applicant would institute to fit their work circumstances, philosophy, or style, and a discussion of the editorial structure they propose;
- a description of how they would anticipate interacting with the ISD Board of Directors to keep them apprised of the progress of the journal and relevant concerns and developments
- a delineation of any measures they would take to increase the quantity or quality of submissions to the IJD for peer-review and how they will deal with submissions from authors not proficient in English

- A proposed budget detailing the funds needed and how they will be allocated. Please include the budgeted number of hours and corresponding stipend amounts for the Editor in Chief and editorial support staff. For questions regarding budgets, please contact current Editor-in-Chief at [intjderm@gmail.com](mailto:intjderm@gmail.com)
- an action plan and timeline for July 2023 thru June 2024, working with the current Editor, leading up to the new Editor's inaugural issue to ensure continuity of the Journal.

**Organizational Letter of Support:** Since there are major responsibilities as the IJD Editor, the proposal should include a letter of support from a suitable official in your organization supporting your potential Editorship proposal. The support letter should primarily focus on the overall institutional support to be provided including time allowance and how it will be implemented given institutional responsibilities of the candidate.

**Curriculum Vitae:** The ISD is most interested in the CV for the proposed Editor-in-Chief. However, if your proposal has significant new people in the process as Associate Editors, the Search Committee would like to see those as well.

#### **SUBMISSIONS**

The Letter of Intent and follow-up proposal should be delivered to the following address via email attachment (preferred), fax, courier, express service or postal delivery.

Letters of Intent should arrive no later than 5:00 PM Eastern (US) on September 1, 2022  
Proposals should arrive no later than 5:00 PM Eastern on October 1, 2022.

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Submitted proposals will become the property of the ISD. The ISD will hold all responses in confidence within the applicant review process.

**The IJD Editor Search Committee:** The ISD will appoint a Search Committee. The Committee will review all proposals. After initial review of the proposals, interviews will be held at the American Academy of Dermatology meeting in New Orleans, Louisiana (March 17-21, 2023). It is the intent of ISD to announce selection of the new Editor by April 15, 2023.