



**Continence  
Foundation  
of Australia**

# **Australian and New Zealand Continence Journal (ANZCJ) Managing Editor**

Schedule 3 - Services to be provided

SUITE 1, 407 CANTERBURY ROAD, SURREY HILLS, VIC 3127

## The Position

The *Australian and New Zealand Continence Journal* is the journal of the Continence Foundation of Australia and the New Zealand Continence Association. The Journal is a flagship activity of both Societies.

The *Australian and New Zealand Continence Journal* accepts original articles, current reviews, brief communications, and letters to the Editor, concerned with clinical practice and research in all fields of incontinence.

This position is a contracted role to oversee and develop the production of four editions of the Journal per annum with a supplementary edition in conjunction with the National Continence Conference held annually.

## Role of the Managing Editor

The Australian and New Zealand Continence Journal (ANZCJ) Managing Editor oversees the daily operations of the journal, and is responsible for the timely and efficient processing of manuscripts in peer review and production, meeting publishing deadlines and implementing editorial standards and policies.

The Managing Editor works closely with the Editor in Chief (EIC) and coordinates all editorial content to ensure journal quality requirements are fulfilled.

The Managing Editor is the point of contact for authors, peer reviewers and production/print company.

The Managing Editor provides secretarial support for the ANZCJ Editorial Committee.

The Managing Editor keeps up-to-date with publishing trends and standards in publishing academic journals.

It is expected that the Managing Editor will develop and implement strategies to attract high-quality manuscript submissions from relevant research areas to the journal.

## Key Responsibilities

### 1. Continence Foundation of Australia (Foundation)

- Work with the Foundation to develop, update and implement policies and procedures.
- Provide a timely response to requests for support and information in matters related to the ANZCJ.
- Provide reports to the Foundation Board as required.
- Provide professional advice and expertise in journal development and publishing.

### 2. ANZCJ Committee

- Convene regular Committee meetings. Develop agenda and provide meeting minutes to the Editorial Committee.
- Maintain committee list.
- First point of contact for committee and potential committee members.
- Communicate matters related to ANZCJ to Committee members and the Foundation personnel as required.
- Support the Editorial Committee to establish and update editorial policies and procedures and implementing editorial strategies and standards for the journal.

- Support the Editorial Committee to develop and update author guidelines.
  - Maintain membership with publishing peak bodies.
- 3. Editor in Chief (EIC)**
- Liaise with EIC regarding suitability of submissions for peer review.
  - Communicate the status of papers during the review process.
  - Collate reviewer feedback and provide to EIC for final decision.
  - Assist the EIC to access submissions in the manuscript system.
  - Provide timely information regarding peer review feedback on submissions.
  - Communicate with the EIC regarding meeting agendas.
- 4. Authors**
- Provide first contact for author inquiries and submissions.
  - Manages author submissions within the Scholar One manuscript system.
  - Check submissions are complete and meet journal criteria and all journal forms are uploaded
  - Provide advice to authors re suitability of submission.
  - Collate and provide reviewer feedback and EIC advice to authors.
  - Provide copyediting advice and feedback to authors including checks for adherence to journal academic and scientific reporting style, grammar conventions, ethics and check for plagiarism. Correct errors
  - Provide print proof and liaise with authors re any corrections/changes prior to print.
  - Provide final print version of article to authors (post out author copies of journal).
- 5. Peer Review Panel**
- Provides contact point for members of the Peer Review Panel.
  - Recruitment of peer reviewers with specialised skills pertaining to submitted articles.
  - Maintains Peer Review Panel list
  - Liaison with peer reviewers of current submitted articles.
- 6. Printer/Publisher**
- Provide contact point and liaison between Foundation, Editorial Committee and Publisher (Cambridge Media).
  - Liaison with Publisher (Cambridge Media) graphic designer and copy editor.
  - Develop and coordinate production schedule with Publisher (Cambridge Media) and provide editorial copy as per copy deadlines.
- 7. Other Stakeholders**
- Contact point and liaison with external stakeholders in matters relating to the journal.
  - Contact point and liaison with university libraries and other academic repositories.

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