Responsibilities AND JOB DESCRIPTION of THE ASSOCIATE EDITOR FOR CKJ

**Title of Responsibility:**

Associate Editor – *Clinical Kidney Journal (CKJ)*

**Accountable to:**

Council of ERA

**Appointment:**

1-year term, renewable depending on performance (commitment, timeliness,

content)

**Remuneration:**

The Associate Editor receives a flat fee compensation of 250 EUR/month. ERA is only responsible for this amount. The Associate Editor is responsible for any taxes etc. linked to the receipt of this amount.

**Publisher:**

Oxford University Press

**Purpose of the Role**

The ERA views CKJas a key learning tool provided to its members and the nephrology community at largeand expects anyone appointed to the position of Associate Editor to approach the role with all due priority and respect. The Associate Editor should recognise that the Journal operates in an extremely competitive environment and that authors have many choices to submit their best manuscripts; in that respect, the Associate Editor will, together with the Editor-in-Chief, at all times act as a true ambassador for the Journal in all scenarios, representing the Journal, wider editorial team and ERA to raise the Journal’s profile and encouraging high-quality submissions that support the Journal’s mission.

**Responsibilities and Duties**

The Associate Editor must assist the Editor-in-Chief with the following:

* The Associate Editor shall help the EiC with the triage.
* The Associate Editor is responsible for ensuring that content of the Journal is accurate, credible, authoritative, relevant to the Journal’s scope and mission, readable, and comprehensible.
* The Associate Editor is responsible for selecting manuscripts that are new, original, and important contributions to knowledge. Published manuscripts are expected to present valid and reproducible results in sufficient detail for readers to assess the validity of the inferences drawn. To this end, the Associate Editor should help recruit competitive submissions to CKJ.
* The Associate Editor shall help the EiC in searching for topics that may merit a Review, propose authors for a potential Review and make sure that the educational/scientific mission is fulfilled via this activity as well.
* The Associate Editor will ensure that peer review of his/her assigned papers are undertaken by qualified specialists, and that these specialists disclose relevant conflicts of interest as part of the regular review process. If the Associate Editor is the author of a paper, he/she cannot be involved in the peer review process.

The Associate Editor shall participate in meetings with the Editor-in-Chief and other CKJ Associate Editors whenever possible to discuss any outstanding problems (i.e. the non-triaged papers, triaged papers, comments by reviewers, etc.). When being absent, the Associate Editor can arrange that other Associate Editors temporarily take over his/her tasks.

* Together with the EiC, the Associate Editor is responsible for clearly defining and implementing the Journal’s overall strategy and ethical standards.

**Procedures**

* The Associate Editor shall recognise that scientific and editorial ethics are founded upon integrity, competence, and a responsibility to protect the communal and public interest.
* Together with the EiC, the Associate Editor is responsible for establishing procedures to help maintain the Journal’s quality, identify errors and problems, detect trends that reflect deterioration in quality, and implement corrective actions as needed.
* The Associate Editor will act professionally, without prejudice or conflict of interest. The Associate Editor will not allow his/her editorial judgment to be influenced by political, commercial and other considerations that are beyond the scope of each scientific report and analysis of possible impacts and applications.
* The Associate Editor will not disclose confidential information unless authorised by the source of that information, or there are allegations of misconduct that require access to that confidential information for proper investigation, or the Associate Editor is required by law to disclose that information.
* The Associate Editor shall refrain from using confidential information for personal gain, and shall take reasonable steps to ensure that such information is not used for the advantage of other parties.

**Termination**

* The ERA may immediately terminate the appointment given to the Associate Editor, and thus also the compensation, on written notice to the Associate Editor in any of the following events:
  + - the Associate Editor commits any serious or persistent breach of his/her obligations outlined in this document including extremely poor performance;
    - the Associate Editor is guilty of dishonesty, serious misconduct, incompetence, wilful neglect of his/her duties, or does anything that in any way damages or threatens to damage the reputation of the Journal or the ERA; or
    - the Associate Editor is or becomes, through illness, injury or otherwise, incapable of performing the whole or any substantial part of the Editor’s duties under this Agreement for any material time.

**APPENDIX I**

ERA’ Mission

The objects of the Association are the advancement of medical science by promoting fundamental and clinical advances in the field of nephrology, dialysis, renal transplantation, hypertension, and related subjects.

ERA’s Vision

To continuously advance education and continuous professional development applying a standard, common format for all subspecialties in all areas of nephrology, from clinical nephrology to dialysis and transplantation.

To promote ambitious collaborations among European investigators aimed at formulating high quality projects in the nephrology field.

To involve young talented nephrologists in all editorial activities of the Journal, wherever appropriate.

To promote nephrology as a career opportunity for European medical students.

Location and Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Associate Editor For ERA (President)

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