EIC Responsibilities

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®

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A Manual for EIC of IEEE-CS

- **EIC's primary responsibility: technical content of a particular publication**
    - May be delegated (e.g. to guest editor) but ultimately resides with EIC
- **Publisher is primarily responsible for each publication's clarity of syntax and conformance to standards of style and grammar, its graphic design and production, staffing, and advertising**

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Appointing Editors

- **Seeking and appointing technically qualified and responsible editorial board members and associate editors**
  - **Regular editors**
  - **Department editors (for magazines)**
  - **Associate EICs**
  - **Proper representations from all groups**
  - **EIC is ultimately responsible for his/her editors**

Scope of Journal

- **Ensuring a flow of important, interesting, and timely material**
  - **Hot and cold areas**
    - Whether an article should be reviewed or not
  - **Directions where journal should be going**
    - Special issues
    - Editorials
    - Personal invitations and solicitations
    - Special Call for Papers

Quality Control

- **Ensuring that proper quality control standards are applied to all technical material considered for publication**
  - **Evaluating quality of reviews**
  - **Evaluating recommendations from editors**
  - **Seeking additional reviews and recommendations**
  - **Developing standards for editorial board members**

Fairness and Timeliness

- **Ensuring fair and expeditious treatment of authors, guest editors, and referees**
  - **Applying the same standard to all**
  - **Ensuring timeliness of response to authors**
  - **Working with (guest) editors and reviewers to ensure timeliness**

Queue Management

- **Ensuring that the journal has a healthy backlog**
  - **Backlogs are ready-to-publish papers**
  - **Healthy backlog --- 7 months to 1 year**
  - **Delayed controls --- 1.5 to 2 year delay**
    - Special issues
    - Personal invitations and solicitations
    - Special editorials and Call for Papers
    - Additional page budget

Resolving Conflicts of Interest

- **Ensuring that there is no actual or perceived conflicts of interest**
  - **Guest editors evaluating their own articles**
  - **EICs publishing their own papers in their journals**
  - **Reviewers who are closely related to authors**
  - **Others**

Budget Development

- **Collaborating with the ME and Publisher in developing the annual budget**
  - **March --- propose page budget**
  - **June BoG --- approve page budget**
  - **September ---- propose EIC budget**
  - **November --- approve EIC budget**

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Enforcing Page Budget

- **Enforcing editorial page budgets**
  - **Keeping number of published pages in a year to the approved page budget**
  - **Serious cost implications**
    - Under --- IEEE penalties, reader (library) dissatisfaction
    - Over --- IEEE CS budget
  - **Social responsibility: Surplus of a journal helps other CS activities**

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Managing EIC budget

- **Managing the EIC budget**
  - **Approving the use of funds for various budgeted items such as travel reimbursement to meetings, secretarial support, etc.**
  - **Keeping expenses within proposed budget**

Scheduling

- **Working with the society staff in developing advance editorial schedules and technical input to ad campaigns and circulation promotions**
  - **Annual schedule of due dates and publication schedules**
    - Serious implications if off schedule
  - **Scheduling papers for publication --- not always FIFO**

Reporting

- **Attending, reporting at, actively participating in, and contributing to MOC or TOC and Publications Board meetings (three per year) and editorial board meetings (journal dependent), and the annual EIC workshop**

Continual Assessment

- **Conducting an ongoing assessment of**
  - **Goals, quality, and utility of the publications**
  - **Corresponding resources and process in place to achieve those goals and standards**
  - **Performance of editorial board members**

Proposal Formulation

- **Formulating proposals consistent with the assessments obtained**
  - Special issues
  - Page budget
  - EIC budget, etc.

Recommendation of Awards

- **Recommending service awards to editors, reviewers and others who have made an important contribution to the publication**
  - Certificates of appreciation
  - Meritorious service awards
- **Best paper awards**

Representation

- **Representing the publication in both Computer Society and non-Computer Society forums**
- **Fostering alliances with other societies and publishers**
  - **Alliance with AIP in publishing CS&E**

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Editorial Board Meetings

- **Scheduling and conducting editorial board meetings and their locations**

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Recruiting and Mentoring Volunteers

- **Editors**
- **Authors**
- **Reviewers**

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Discussion Items

- **The queues for some of our journals are getting dangerously low**
- **Subscriptions are down**
- **Manuscript Management System**

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