

Head of Publishing at the IUCr

The Head of Publishing runs the Editorial Office and IUCr publishing activities and is responsible to the editors of the journals and other publications of the IUCr for the scientific and technical aspects of these publications. The editors are further responsible to the Executive Committee through the General Secretary and Treasurer.

In all activities that have financial implications or that affect the office arrangements, negotiation and agreement with the CEO is necessary and the responsibility goes through the CEO to the General Secretary and Treasurer and further to the Executive Committee.

The principal responsibilities of the Head of Publishing are

all aspects of publishing *Acta Crystallographica*, *IUCrData*, *IUCrJ*, *Journal of Applied Crystallography* and *Journal of Synchrotron Radiation*

producing other publications of the IUCr (e.g. *International Tables for Crystallography*).

In practice, the responsibilities can be summarised as follows.

Editorial

Working with the Editor-in-Chief on all matters concerning the journals.

Managing the technical editing. This includes ensuring that journal house style and editing conventions are correctly applied.

Managing the checking and validation. This includes checking for duplicate submissions and duplicate structures, and data validation procedures.

General editorial work. This involves some or all of the following:

ensuring that papers submitted for publication conform in general to the conventions of the journal with respect to style, nomenclature and other requirements

being responsible for detailed preparation of papers for publication and copy editing

using the in-house systems for the production of papers

using and updating information in the in-house databases

working on the production and publication of a journal or journals.

Serving as a link between authors and editors, and corresponding with authors and editors concerning acceptance, revision or rejection of contributions.

Liaising with the Editor-in-Chief and Editorial Boards. Preparing Notes for Authors and ensuring that editorial policies are applied in the journals. Providing technical support for Editorial Board meetings. Working with the Editor-in-Chief and Main Editors on the appointment of editors.

Arranging Journals Management Board meetings including accommodation, meals, meeting rooms etc.; drafting agenda papers, providing notes and follow-up actions.

Providing information on the performance of the journals.

Documenting editorial policies and procedures.

Submission and peer review

Specifying and managing the use of systems for submission and peer review of articles.

Ensuring timely decisions are made on articles submitted to the journals.

Arranging that tests for research integrity of submitted articles are carried out.

Ensuring that all crystallographic data are provided and validated, and made easily available for reviewers and editors.

Providing and updating instructions to editors and reviewers regarding the review process.

Working with the Editor-in-Chief and Editorial Boards to ensure that correct ethical standards are followed during peer review and subsequent publication.

Making sure that reviewers are thanked for their work (e.g. at the start of the year).

Research and development

Overseeing software development for use in IUCr's publishing activities – this includes CIF applications, SGML utilities, database applications, software for manipulating images, template files etc.

Working with the Research and Development team (R&D) on tools for authors to ensure easy preparation of articles.

Overseeing developments to the submission and review system.

Providing input on the development of the web services of the Union, particularly those used during publication operations (e.g. the World Directory of Crystallographers).

Liaising with other academic publishers on the provision of checking services; working to develop *checkCIF*.

Working on the formats and distribution of metadata and content to external organisations; making sure that formats are kept up to date.

Working with R&D on software for subscriber access to content and payment systems.

Typesetting and printing

Providing high-quality, rapid in-house typesetting. Developing in-house SGML- and CIF-based typesetting and proofing methods.

Negotiating with suppliers concerning the technical and financial aspects of the production of journals and other publications. Agreeing specifications and prices for generation of proofs, pages and illustrations. Setting production schedules and ensuring adherence to these schedules.

Developing new typesetting and proofing procedures. Quality control.

Publishing

Liaising with Wiley on matters relating to the publishing of the journals and *International Tables*.

Liaising with other publishers on matters relating to other publications of the Union.

Negotiating, where necessary, with Wiley and/or new publishers regarding the Union's publications.

Working with abstracting and indexing services, search engines etc. to ensure that published content is distributed and discoverable.

Managing direct subscription and open-access deals.

Providing recommendations (in combination with Wiley) on subscription pricing and open-access fees.

Keeping up to date with new publishing developments and industry standards, and ensuring that members of staff are aware of such developments.

Ensuring secure archiving of the Union's published material and taking necessary steps to ensure the Union's publications are widely distributed and discoverable.

Managerial and staff matters

Alongside the CEO, managing the staff (editorial, R&D and secretarial) of the Editorial Office, which includes

Providing recommendations on staff grading and conditions of employment; deployment of staff; staff holidays; staff appointments; advertising; interviewing.

Providing staff training and development. Providing information on external training courses.

Providing secretarial services to the Editorial Office.

Organising freelance workers; negotiating rates of pay; identifying work.

Union matters

Providing assistance to, and deputising for, the CEO in the general running of the Union.

Providing general information and input to various committees of the Union. Preparing monthly, annual and other statistical reports. Providing information for the payment of honoraria.

Attending meetings of the Finance and Executive Committees to report on publishing matters.

Representing the Union on outside bodies (e.g. the Association of Learned and Professional Society Publishers, SocPC), and at conferences and meetings.

Journals development

Providing overall advice on the development of the journals, including the open-access policies of the Union.

Keeping journal print and web designs up to date. Instituting new designs.

Developing electronic versions of IUCr publications.

Negotiating with online service providers concerning the technical and financial aspects of the online availability of the journals. Quality control.

Working with editors on the commissioning of articles, and the development of focused issues and collections. Negotiating with meeting organisers regarding special issue publication arrangements and fees.

Providing ideas and input for marketing the journals and obtaining advertising; meeting regularly with marketing staff.

SPECIFIC TERMS AND CONDITIONS – Head of Publishing

Notice

The appointment is subject to a probationary period of six months. Thereafter either party can terminate the appointment with six months' notice.

Annual leave

The leave year shall be 1 February to 31 January. Leave entitlement is 28 working days (increasing by 1 day after 5 years' service and 10 years' service), excluding public holidays, of which the longest continuous section shall not ordinarily exceed 15 days. All holidays are to be taken at times to be approved by the CEO.

Leave for new entrants or for departing staff will be proportionate to the number of completed months of service during the leave year of entry or departure.