

## Editor in Chief, *Journal of the American Oil Chemists' Society*

### Job Description, January 2026

The EiC is responsible for leading the journal and ensuring its success and growth. The EiC sets the journal vision together with the Editorial Board, develops and manages the editorial team, creates and maintains journal policies in accordance with COPE guidelines (ethical practices in scholarly publishing). They follow scholarly publishing best practices, ensuring the aims and scope are regularly evaluated for relevance, and that the journal provides a balance and diversity of views and research.

The yearly average total EiC workload is equivalent to approximately 1 day per week. The EiC collaborates closely with a small team of voluntary editors, including Senior Associate Editors and Associate Editors. The EiC's primary role in the editorial process is to determine if a submission fits within the scope of the journal ([found here](#)) and reject the paper or assign it to a Senior Associate Editor accordingly. The average time from submission to first decision is 3 days. The SAEs are subject area experts who assign the paper to an AE who selects and invites reviewers. The SAEs vet the AEs recommendations, decisions and participate in any follow-up review process.

The journal receives over 300 submissions each year, mostly original research articles, and publishes ~110 articles each year. Most submissions are spontaneous, however the EiC should be prepared to commission articles each year either as an effort to increase submissions or as a contribution to a Special Issue.

The EiC collaborates closely with the AOCS, Journals Coordinator who communicates any need for author, reviewer or editor support to the publisher and the publisher's production team.

#### Duties:

##### 1. Annually

- a. Review all guidelines and ensure the journal vision remains relevant
- b. Organize and Chair an Editorial board in-person, state-of-the-journal type meeting at the Annual Meeting and Expo
- c. Review editorial board engagement, roll-off inactive editors, and invite new editors as required.

##### 2. Quarterly/infrequently

- a. Organize and chair Associate Editorial meetings presenting workflow efficiency, submissions data, and other performance metrics to Editorial Board and developing a strategy for improvement with them when needed (virtual meetings)
- b. Manage the publication of special issues
- c. Meet with AOCS and our publishing partner, Wiley, to discuss performance metrics
- d. Recommend articles for promotion by Wiley/AOCS Marketing teams on social media accounts

##### 3. Weekly

- a. Take receipt of new and revised submissions, assign to Senior Associate/handling Editors
- b. Evaluate submissions pre-review to make decisions of acceptance or rejection (~30% of submissions are rejected).
- c. When requested, ratify recommendations of Associate Editors
- d. Assist the AOCS journals coordinator with the Editorial Office as needed, including the administration of submissions, reports and author/reviewer/Editorial support on Rex

- e. Assist the AOCS journals coordinator as needed with author appeals and ethical issues (e.g., plagiarism, author complaints, etc.)

#### **Knowledge skills:**

The EiC must show in-depth knowledge of the following:

- The broad scholarly publishing landscape
- Strategic planning and development
- Editorial and publishing ethics
- Editing and editorial duties
- Editorial office workflows

Adequate knowledge of the following is also desired:

- Bibliometrics—citation and content analysis for scholarly journals
- Publishing business models, including open access and subscription
- Copyright and other legal issues
- Society publishing
- Publishing technologies
- Peer review and other editorial initiatives
- Preprints and other scholarly communication models
- Authors and authorship
- The differences between scholarly publishing around the world, including different types of publishers and the impact of different environments (economic, social, etc.)
- Networks of suitable reviewers
- Conflict of interest and other ethical issues

#### **Personal skills:**

Attention to detail

- Consistent quality standards
- Ability to analyze and evaluate article content
- Objectivity and the ability to avoid bias

Confidence

- In making decisions
- In being able to re-evaluate decisions when challenged
- In being able to work alone and as part of a team

Excellent communication skills

- Timeliness
- Speed – to be able to work quickly and accurately
- Tact and diplomacy
- Clarity in writing and speaking
- Using social media for promotion and outreach
- The ability to interpret and understand where language may be unclear

Outreach

- Relationship building and use of personal/extended networks to raise the journal's visibility
- Identify creative ways to reach authors and readers
- Comfortable approaching potential reviewers, editors and others that may be useful to the journal
- Conduct talks and presentations with the intention of promoting the journal and encouraging high-value submissions