

1. **Role title** EDITOR, BRITISH JOURNAL OF DIABETES  
**Reports to:** ABCD Executive
  
2. **Purpose of the role:**
  - (i) Work with ABCD and the publisher to agree the aims and scope of the Journal. Work with the BJD Executive Team and ABCD Executive to define the editorial strategy and policies of the Journal
  
  - (ii) Be responsible for the scientific content of the Journal and any supplements associated with the Journal, ensuring it is in line with the aims, scope and editorial policies of the Journal.
  
  - (iii) In conjunction with the ABCD Executive appoint and manage an editorial board to advise on the content of the Journal.
  
  - (iv) Supervise and support the BJD Editorial board and editorial office to process submitted manuscripts for publication in BJD
  
  - (v) Act as an ambassador to the Journal
  
3. **Principal tasks**
  - (i) Management and Communication**
    - The editor shall be responsible for appointing and managing an assistant editors to assist him fulfil his duties
    - The editor shall be responsible for maintaining an editorial office for the purpose of performing his editorial duties
    - The editor, in conjunction with Chair of ABCD Executive and treasurer, shall agree an appropriate honorarium to be paid to deputy /assistant editors. The editor, in conjunction with the Chair of ABCD Executive and treasurer, shall agree appropriate remuneration with respect to editorial office services
    - The editor shall be responsible for seeking input from and communicating with the ABCD executive on editorial plans and activities related to the Journal.
  
  - (ii) Editorial**
    - The EDITOR shall be responsible for selecting material for publication in the JOURNAL, consistent with the high standards essential for a reputable international scientific journal.
  
    - The EDITOR shall be responsible for ensuring an appropriate and sufficient level of submissions of papers for publication to meet the publication goals of the Journal. If necessary, the EDITOR will solicit papers to help to meet such publication goals.
  
    - It is understood that papers will only be accepted for publication if they are of a high scientific standard, appropriately refereed, written in English, and submitted in accordance with the

instructions to authors. The EDITOR will reject, or return for revision, to the authors, papers that do not meet these standards.

- The EDITOR will coordinate the refereeing process for submitted papers. The total time for refereeing and handling by the EDITOR and the Editorial Board should normally not exceed a period of 8 weeks. Papers accepted for publication in the JOURNAL must be forwarded to editorial office upon receipt by the EDITOR of the final, accepted version.
- The EDITOR will communicate with the authors regarding receipt, acceptance, revision, or rejection of the submitted papers.
- Papers accepted by the EDITOR for publication in the JOURNAL may be full length research papers, review type articles, short communications, or other papers which reflect the aims and scope of the JOURNAL.
- The EDITOR shall be responsible for ensuring transfer of copyright from the authors to the BJD in papers selected for publication in the JOURNAL.
- The EDITOR, in selecting papers for publication, shall take all reasonable care to avoid publication of papers which contain material of a libelous or defamatory nature, or which may for other reasons infringe any right of others, or cause damage to persons or property or to the ABCD or the JOURNAL'S good reputation.
- In case the editorial office has sufficient reason to believe that papers accepted for publication contain material which may infringe copyright or any other right, or which are of a libelous, objectionable or otherwise unlawful nature, and which may therefore when reproduced, published or otherwise disseminated cause damage to persons or property or to the good reputation of the JOURNAL or to third parties, the editorial office, under the instruction of the EDITOR shall have the right to refuse publication of such papers without prejudice.
- The EDITOR shall abstain from any action which will be detrimental to the JOURNAL. During the term of this Agreement the EDITOR shall observe the interests of the JOURNAL and the EDITOR shall not perform editorial activities for any other scientific journal which may reasonably be considered as being in competition with the JOURNAL.
- All editorial material received by the EDITOR in their capacity as EDITOR of the JOURNAL during the term of their Agreement, is intended for and is the property of the BJD and shall, in case ABCD so requests, be immediately forwarded by the EDITOR to the BJD editorial office, whether or not such material has been previously reviewed by the EDITOR.

**Approved**  
**Next Review Date**