

Editor in Chief – Human Fertility

The Editor-in-Chief shall:

1. Be a motivated and dynamic individual with an academic track record and, ideally, prior editorial board experience
2. Be appointed after open advertisement by a competitive process by the Executive Officers of the BFS in consultation with the Executive Committee
3. Serve an initial term of 2 years, with subsequent annual renewal by mutual agreement between the appointee and the BFS Executive Officers, to a maximum term of 5 years
4. Agree to provide the BFS with 12 months' notice of their intention to step-down, to give enough time for a suitable replacement to be found.
5. Be responsible for organising and chairing (typically two) meetings of the Editorial Board each year.
6. Provide leadership and direction to the Editorial Board in setting editorial policy.
7. Facilitate the work of the Editorial Board, Managing Editor and Production Editor in producing the Journal efficiently and economically.
8. Keep up to speed with current editorial policies and procedures of the publisher.
9. Monitor the composition of the Editorial Board and invite new members to join as laid down in the Code of Practice for the operation of the Board.
10. Review all new submissions and allocate manuscripts to sub-editors as necessary.
11. Be responsible for editing the final versions of the manuscripts (about 50 per year) and liaise with the authors over any issues that arise from this.
12. Act as final arbiter for any authors dissatisfied with decisions regarding their papers.
13. Make a final decision on the acceptability of papers where ethical problems arise (in consultation with sub-editors or Managing Editor as appropriate).
14. Attend meetings of the BFS Executive Committee *ex officio*.
15. Receive secretarial expenses and any other necessary expenses as approved by the BFS Executive Committee.
16. Attend the annual fertility conference organised by the UK Fertility Societies, costs of attendance to be borne by the BFS.
17. Be responsible for checking and editing the abstracts from the annual fertility conference if the abstracts are to be published in the journal.
18. Write short editorials as necessary.
19. Adjudicate on issues of plagiarism and liaise with sub-editors, the Editorial Board and the Editors of other journals as appropriate to resolve them.
20. Deal with matters of copyright and obtaining the necessary permissions to reproduce material from other journals (e.g., in the case of joint publication of manuscripts).