



POSITION DESCRIPTION

Editor In Chief, Journal Of Hospitality And Tourism Management (JHTM)

The Editor in Chief is responsible to the CAUTHE Executive for the Journal of Hospitality and Tourism Management (JHTM). The three year appointment to the position is made by the CAUTHE Executive.

THE JOURNAL

The Journal is the official journal of the Council for Australasian University Tourism and Hospitality Education (CAUTHE). The journal has been in existence for 19 years. It is published on line.

OPERATING ENVIRONMENT

The Editor in Chief is an ex officio member of the CAUTHE Executive and as such, reports to the Executive via the monthly Executive teleconference. The Editor in Chief is also expected to report at the Annual General Meeting and the Mid Year Meeting.

The Editor in Chief is assisted by two Assistant Editors, an Editorial Board and a Journal Manager.

JOB ROLES

The Editor in Chief sets the strategic direction and the mid and short term operational strategy of the Journal and liaises with the publisher on the strategic development of the Journal.

The Editorial Board provides strategic advice and support to the Editor in Chief. The members are appointed by the CAUTHE Executive at the Editor in Chief's recommendation for a six year term, with a half spill every three years.

The two Assistant Editors work with the Editor in Chief in planning the annual production cycle, liaising with reviewers and recruiting authors to submit papers, including the development of special editions. Each Assistant Editor is appointed for three years by the CAUTHE Executive at the Editor in Chief's recommendation.

The Journal Manager runs the day to day operations of the Journal, most importantly, the first line of vetting to ensure that all submissions comply with submission requirements. The Journal Manager liaises with the Editor in Chief and publisher on the day to day operations of the Journal and operates out of the CAUTHE secretariat.

FINANCIAL RESOURCES

The Journal has an operating budget of \$3k pa. to pay the Journal Manager and \$3k pa. to promote the Journal. As well, the Editor in Chief has a discretionary expense account of \$2k pa.

LEGAL OBLIGATIONS

The Editor in Chief is responsible for ensuring compliance with the publication agreement between Elsevier and CAUTHE. The key, relevant terms of this agreement are provided in Annex 1.

ANNEX 1: Contractual details of relevance to the Editor in Chief

Article 1 Editorial Organization

The parties agree that the editorial organization of the Journal shall be as follows:

- 1.1 The current description of the scope and subject matter of the Journal (the "Aims and Scope") are attached as Annex 1.1.
- 1.2 The Journal contains mainly full length research papers, review type articles, short communications, and other interactive and ancillary material that is of special interest to the readers of the Journal ("Articles"), for which the Editor in Chief has the editorial responsibility. Each Article shall contain such electronic, interactive and/or database elements suitable for publication online as may be required by the Publisher from time to time.
- 1.3 If the Editor in Chief or the Publisher consider it necessary to redefine the Aims and Scope or the editorial policy of the Journal, or both, due to developments in the scientific discipline, the Editor in Chief, in cooperation with the Editorial Board if appropriate, shall draft and forward such proposals to the Publisher for approval.
- 1.4 Members of the Editorial Board for the Journal will be selected on the basis of expertise and standing within the scientific discipline, knowledge of the subject matter, anticipated involvement and activity on behalf of the Journal, and reflection of the actual or anticipated geographic scope of the scientific discipline of the Journal. The Editor in Chief will nominate candidates for appointment to the Editorial Board, (and may make recommendations regarding removals), which candidates may (at the discretion of the Publisher) be officially appointed or removed by the Publisher.
- 1.5 The members of the Editorial Board will assist the Editor in Chief in refereeing or in coordinating the refereeing of papers submitted for publication in the Journal. In addition the members of the Editorial Board will, in consultation with the Editor in Chief, solicit and acquire suitable Articles for the Journal and invite colleagues of high scientific standing to contribute to the Journal.
- 1.6 The Editor in Chief agrees to use his best efforts in cooperating with the Editorial Board and any other editors of the Journal with respect to the publication and operation of the Journal.

Article 2 Editorial Responsibility

- 2.1 The Editor in Chief will be responsible for and will have control over the scientific content of the Journal, taking into account the Aims and Scope, the Publisher's editorial policies as updated from time to time (including without limitation those on ethics in publishing at the Publisher's website) and the editorial policy of the Journal (together "the Policies").
- 2.2 The Editor in Chief agrees that, in all matters respecting the selection, editing, acceptance and refereeing of Articles, any complaints received in relation to any such Articles (whether pre- or post-publication), and relations with authors, reviewers and readers of the Journal, the Editor in Chief will conduct his activities in accordance with generally accepted industry standards for integrity and objectivity and with the Policies.
- 2.3 The Editor in Chief, in selecting Articles for publication, shall take all reasonable care to avoid publication of Articles that contain material of a libelous, unlawful or otherwise actionable nature, or that may for other reasons infringe any right of others, or cause damage or harm to persons or property or to the Journal's good reputation.
- 2.4 Where the Publisher has reason to believe that any Article accepted for publication contains material that may infringe copyright or any other right, or which is of a libelous, unlawful or otherwise actionable nature, or that may when published or otherwise disseminated cause damage or harm to persons or property or to the good reputation of the Journal, the Publisher shall have the right to refuse publication of any such Article or to request that appropriate changes be made to any such Article as a condition of proceeding to publication, without prejudice to the responsibility of the Editor in Chief for the scientific quality of the Journal. In the event of any complaint or claim relating to the Journal, the Editor in Chief agrees to cooperate fully with the Publisher in dealing with such

complaint or claim.

- 2.5 During the term of this Agreement the Editor in Chief shall observe the interests of the Journal and shall abstain from any action that will be detrimental to the Journal. In order to ensure the scientific and commercial success of the Journal and in consideration of the Publisher's financial commitments as set forth herein, the Editor in Chief agrees that he/she shall not perform editorial activities for any other scientific journal that may reasonably be considered as being in competition with the Journal. The parties acknowledge and agree that this does not prohibit the Editor in Chief from acting as a reviewer or participating in editorial boards for other journals.
- 2.6 The Editor in Chief represents and warrants that he/she is familiar with all applicable conflict of interest and outside compensation laws and regulations as well as policies and rules of the Editor in Chief's employer or institution (if applicable), and that the Editor in Chief's acceptance of this appointment, and the terms of this Agreement and the Editor in Chief's performance under this Agreement, including the Editor in Chief's participation in editor conferences, trainings and meetings and acceptance of transportation, hospitality, food and lodging provided by the Publisher to the Editor in Chief in connection therewith, is and will be in compliance with those laws, regulations, policies and rules.

Article 3 Publication Process

- 3.1 During the term of this Agreement, the Journal shall be published according to a production schedule to be determined by the Publisher, in consultation with the Editor in Chief. The Editor in Chief agrees to meet the publication targets set out in Annex 2.
- 3.2 According to a schedule to be determined by the Publisher, the Editor in Chief shall submit, in a format acceptable to the Publisher, the required number of finished Articles, including illustrations and all relevant supplementary material. The Editor in Chief shall be responsible for ensuring an appropriate and sufficient level of submissions of Articles for publication to meet the publication goals of the Journal. If necessary, the Editor in Chief will solicit Articles to help meet such publication goals.
- 3.3 The Editor in Chief shall be responsible for selecting Articles for publication in the Journal that are consistent with the high standards essential for a reputable international scientific journal. The Editor in Chief agrees that Articles will only be accepted for publication if they are of a high scientific standard appropriately refereed (as described herein), written in English, submitted in accordance with the Journal's instructions to authors, include all electronic, interactive and/or database elements required by the Journal, and consistent with the Journal's Aims and Scope. The Editor in Chief will reject, or return for revision to the authors, Articles that do not meet these standards.
- 3.4 The Editor in Chief with the assistance of the Editorial Board will coordinate the refereeing process for submitted Articles and shall undertake all reasonable efforts to ensure that the peer-review process is an objective and unbiased review of the merits of the submitted article and its research.
- 3.5 The Editor in Chief will communicate on a timely basis with authors (and the Editorial Board and the Publisher where appropriate) regarding receipt, acceptance, revision, or rejection of the submitted Articles. The Editor in Chief shall comply with the target times for handling and refereeing Articles set out in Annex 3.1.
- 3.6 For the purpose of performing the editorial activities under this Agreement the Editor in Chief shall use the Publisher's preferred electronic submission system. The Editor in Chief shall use all functionality provided by that system in order to ensure that the review and publication process for the Journal operates on a timely and transparent basis and shall in addition regularly update the Publisher's database of reviewers for the Journal contained in the submission system.
- 3.7 The Editor in Chief shall cooperate with the Publisher and take such action as the Publisher may request in obtaining transfer of copyright from the authors to the Publisher in papers selected for publication in the Journal.
- 3.8 Where requested by the Publisher, the Editor in Chief will complete the Publisher's Editor Feedback Surveys. Such surveys are normally sent once per year and request feedback on various aspects of company and journal performance.

ANNEX 1.1 Aims and Scope of the Journal

The journal will be promoted by Elsevier as:

The Journal of Hospitality and Tourism Management, is an international journal that provides a forum for the exploration and analysis of hospitality and tourism management issues. The journal invites original papers from a range of disciplines and fields of studies in the following areas:

- *Conceptual studies that enhance understandings of hospitality and tourism*
- *Theoretically informed, pragmatic papers that make contributions to hospitality and tourism in practice*
- *Research collaborations between industry, government and academia*
- *Critical analyses of progress in the fields of hospitality and tourism*
- *Hospitality and tourism education*

The Journal is keen to promote interdisciplinary papers that are theoretically informed and that can contribute to improving practice. It is the official journal of the Council for Australasian University Tourism and Hospitality Education (CAUTHE).

ANNEX 3.1: PUBLICATION TARGETS (to be negotiated)

On 30 June of each year X there are to be:

- No more than 5 papers submitted prior to 1 July of year X- 1 still awaiting a final decision;
- No more than 10 papers submitted prior to 31 December of year X-1 still awaiting a first review;
- No papers submitted during year X should have waited more than 3 weeks for reviewers to be invited.

In addition, the Editor in Chief is expected to meet the following targets in 2013-2015:

	2011	Year 1	Year 2	Year 3
Articles submitted	80	120	180	250
Decisions reached	75	120	180	250
Articles accepted	20	25	35	40
Articles published	20	25	35	40
Downloads	15,000			
Citations		335	402	482
Impact Factor of Journal		0.75	0.80	1.00
McKercher Index Tourism (rank out of 41)	15	12	10	9
McKercher Index Hospitality (rank out of 54)	18	15	12	10
Average time to first decision (weeks):		4.5	4.5	4.5
Average time to acceptance (weeks):		36	32	28