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Journal of Multimedia Call for Editor-in-Chief Applications

The Academy Publisher seeks applications for the position of the Editor-in-Chief (EIC) for the Journal of Multimedia. Journal of Multimedia is a scholarly, peer-reviewed, open access, international journal published since 2006, focusing on theories, methods, and applications in multimedia. Please visit <http://www.academpublisher.com/jmm/> for additional information about the Journal.

The EIC has responsibility for all final decisions pertaining to the content and quality of each issue of the Journal. The EIC is responsible for determining overall policies of the Journal, establishing editorial guidelines, appointing editorial boards and selecting reviewers, chairing and directing the editorial board, soliciting manuscript submissions, and coordinating and overseeing the peer-review process to ensure and maintain the timely and high-quality publication of the Journal. The EIC is also responsible for the correspondence with authors, editors, reviewers, and readers. For a list of detailed duties and responsibilities, see below the [Editor-In-Chief Job Description](#).

Applications should include:

- A short letter of application, including time available to begin work, desire of providing volunteer (non-remunerative) or contractual (remunerative) service, and if contractual, desired compensation.
- A complete curriculum vita, including publications and editorial experience.
- A brief vision statement, including perspective on challenges and opportunities, plans for the future, expected tasks and objective milestones, a proposed schedule, projected organization, funding requirements, etc.

The preferred form of the submission is electronically using MS Word or PDF. Please direct all questions and submit all completed applications to the Chief Executive Editor of Academy Publisher, Dr. George J. Sun by Email: george.sun@academpublisher.com.

This position is open until filled.

Editor-In-Chief Job Description

The EIC is the chairman of the Editorial Board. In general, the EIC is responsible for the technical content, quality, and timeliness of the journal issues. The EIC is generally NOT responsible for the layout, printing, production, subscription, copyright, payment, pricing, budget, or funding of the journal. Those tasks are accomplished by the Production Editor who serves as a liaison between the EIC and the publisher.

Specifically, the EIC has executive responsibility for:

1. Defining and updating the aims, scope, and list of interesting topics of the Journal.
2. Determining overall policies of the Journal, including the Journal's style, type of content, frequency of publication, length of issue and paper, intended audiences, and expected contributors.
3. Establishing editorial guidelines and detailed process, determining policies concerning the acceptance and rejection of submissions
4. Recruiting, selecting, and appointing editorial board members.
5. Soliciting and obtaining manuscript submissions from prospective authors.
6. Assigning paper refereeing to the appropriate editor, coordinating the peer-review process, setting and enforcing deadlines.
7. Interacting with editors for receipt of reviews, recommendation, decision, etc.
8. Interacting with authors for receipt of manuscripts, paper revisions, editorial feedback, etc.
9. Making final decisions on paper selection, based on reviews, recommendations, and/or votes of reviewers.
10. Accepting final manuscripts for each issue, and timely sending them to the Production Editor for publication.
11. Soliciting and interacting with Guest Editors for Special Issues that focus on a particular topic or for highlighted conferences.
12. Setting and adhering to all publication schedules that include a minimum number of issues per year.
13. Responding to all correspondence with authors, editors, reviewers, and readers, forwarding correspondence as needed
14. Writing or delegating the writing of editorials, articles, status reports, and other materials as appropriate.