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Otology & Neurotology Editor-in-Chief Job Description

Submit application by July 15, 2025

Send application and any questions related to the Editor-in-Chief search to ONeditorsearch@gmail.com.

Otology & Neurotology, Inc. is seeking a new Editor-in-Chief (EiC) for *Otology & Neurotology (O&N)* for a five-year term effective July 2026. The incoming EiC will be announced in Q4 2025. In early 2026, the incoming EiC will begin training for the role while working alongside the current EiC, Lawrence R. Lustig, MD during the transition period.

Position Summary

O&N is the official journal of the American Otological Society (AOS) and the American Neurotology Society (ANS) and is affiliated with several other international organizations. *O&N* plays a pivotal role in driving the research agenda and research education in otology, neurotology, and cranial base surgery. The EiC sets the editorial direction and has final authority for the selection and quality of all content published in *O&N*, a journal committed to the rapid dissemination of important and enduring discoveries relating to the human ear and its diseases. As such, the EiC is expected to have a broad knowledge of the specialty and will have a clearly articulated vision for *O&N*. The broadly international character of *O&N*'s contributing authors, editorial board, and readership provides the Journal its decidedly global perspective.

EiC Responsibilities

The EiC sets *O&N*'s standards for manuscript acceptance, while maintaining an infrastructure to ensure rapid and fair peer-review. *O&N* adheres to the recommendations of the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) and is a member of the [Committee on Publication Ethics \(COPE\)](#). The EiC will have basic knowledge of scholarly publishing ethics and will embrace the resources available from COPE and the publisher to navigate specific ethical issues as they arise in association with *O&N*.

The EiC is responsible for structuring and overseeing the performance of the [O&N Editorial Board](#), currently comprised of one Associate Editor, a team of Assistant Editors, a Social Media Editor, and an extensive international Board of Reviewers.

The EiC has responsibility for all publication decisions, with the support of the *O&N* Editorial Office. The Editorial Office is housed at the offices of *O&N*'s publisher, Wolters Kluwer. With input from the Editorial Board, the EiC will continually develop and maintain a pool of reviewers representing the international scope of otology and neurotology research and practice. The EiC will understand and be committed to the principles of accessibility and fairness as these apply to medical journals, research, and clinical care.

The EiC's day-to-day responsibilities include, but are not limited to:

- Cultivating and managing an Editorial Board with diverse interests and expertise in an environment that encourages mentorship, growth, active participation, creativity, and wellness.
- Engagement with the authorship community to consistently attract high-quality submissions.
- Soliciting potentially influential manuscripts and reviews from leading global researchers.
- Establishing appropriate and well-defined peer-review procedures and ensuring a timely, unbiased and faithfully executed review process.
- Directing the timely triage, review, and decision process for all submitted manuscripts while maintaining high standards for acceptance with rigorous and rapid peer review.

- With support from the Editorial Office, ensuring an adequate inventory of high-quality manuscripts per an agreed-upon publication schedule.
- As necessary, directly corresponding with authors, editors, and reviewers regarding peer review and manuscript decisions.
- Developing opportunities to educate and nurture new authors and peer reviewers on publishing best practices.
- Adhering to the journal's conflict of interest and disclosure policies to minimize any real and perceived conflicts of interest that are pertinent to the integrity of the journal and its published content.
- Handling incidents of error and allegations of publication misconduct and, as appropriate, keeping the O&N, Inc. and Publisher informed.
- Collaborating and cooperating with the Editors of its sister journal, *Otology & Neurotology Open* (ONO) transferring manuscripts that may not meet the publication threshold for *O&N* but are within the scope of ONO.

The *O&N* EiC will primarily focus on the scientific quality of content published in *O&N*. The Editorial Office will maintain oversight of the submission and review of manuscripts, escalating any issues or concerns to the EiC. The Editorial Office will be in frequent communication with the EiC and has responsibility for all administrative aspects of the peer review process including communication with authors and reviewers and reporting editorial statistics. The Publisher is responsible for production quality including the journal style, layout, digital delivery, marketing, and sales of *O&N*. The EiC interacts with the publishing team and O&N, Inc. Board of Directors on strategic initiatives. O&N, Inc. manages the business aspects of the partnership with Publisher.

The EiC delivers regular reports to the O&N, Inc. Board on *O&N*'s editorial performance, including key editorial statistics (based on data provided by the Editorial Office and the publisher) and notable editorial activities. Additionally, the EiC co-chairs a joint meeting of the *O&N* and *ONO* Editorial Boards during the AAO-HNS Annual Meeting. As needed, the EiC may host virtual meetings of the Editorial Board throughout the year.

The EiC role entails near daily responsibilities advancing papers through the peer review system, Editorial Manager. The time commitment is highly dependent on the structure of the Editorial Board and the workflow distribution chosen by the EiC. The EiC (or their respective institution) will receive an annual honorarium from O&N, Inc. for their service.

Qualifications and Required Skills

The EiC will be committed to maintaining the reputation of *O&N* for high-quality and timely publication and will be a global ambassador for the Journal, O&N, Inc., AOS and ANS. The *O&N* EiC will:

- be an active member of AOS and/or ANS (preferably both societies)
- be a recognized expert in otology, neurotology, and related topics.
- have a background that reflects high standards in research and publication.
- be in a position to recruit respected experts to serve on the Editorial Board.
- possess editorial experience with a scholarly journal and have an understanding of the journal publishing process.
- be fair and trustworthy while possessing the ability to make difficult decisions.
- understand and be committed to the principles of accessibility and fairness as these apply to medical journals, research, and clinical care.
- demonstrate strong leadership, organizational and communication skills, with a focus on service and positive author and reader experiences.
- serve in a leadership position with a high level of organizational, editorial, strategic, and political awareness and sensitivity.
- disclose to O&N, Inc. any financial or other relationships that may be perceived or actual conflicts of interest and recuse themselves from the review and editorial decision process for any manuscript for which there is a conflict of interest.

The O&N EiC will perform the editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and will not engage in any conduct that may bring harm or disrepute upon the Journal, O&N, Inc. or the associated societies.

Term

The EiC will be appointed for an initial term of 5 years, effective July 1, 2026, with the possibility of a term extension at the discretion of the EiC and the O&N, Inc. Board of Directors. The incoming EiC will be expected to work alongside the outgoing EiC beginning in Q1 2026. On an agreed upon date during the transition period, the incoming EiC will assume responsibility for new article submissions with continued support of Dr. Lustig through June 30, 2026.

Applications

Interested candidates may apply for the O&N EiC position by submitting an application package including their **curriculum vitae and a letter of interest summarizing their qualifications and describing their vision for O&N (2 pages maximum)**. Selected applicants will be invited to present their candidacy to the Editor Search Committee. Following the completion of interviews and any necessary follow-up with candidates, the Editor Search Committee will make their recommendation for the next O&N EiC to the O&N, Inc. Board of Directors. The Board of Directors anticipates selecting and appointing the new EiC in Q4 2025. Application materials must be submitted **by Tuesday, July 15, 2025**. Submit applications to ONeditorsearch@gmail.com.

O&N, Inc. is committed to equal opportunities for all. All applicants for the EiC position will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. This is a contract position.

