



***International Journal of Eye Banking***  
**Managing Editor**

**Minnesota Lions Eye Bank seeks part-time contract editor to manage quarterly online medical journal launching early in 2012**

Please send inquiries and resumes to:

Cindy Christian Rogers

Consulting Editor

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The *International Journal of Eye Banking* is the first-ever professional journal for the eye banking community. Current plans are to launch in the early months of 2012; the editors wish to hire a managing editor now to help prepare for the launch and beyond. Please see [www.EyeBankingJournal.org](http://www.EyeBankingJournal.org) for descriptions of the audience, editorial content and policies, and peer review process. The managing editor works most closely with the editor-in-chief and journal manager, both of whom hold staff positions at the Minnesota Lions Eye Bank, part of the Department of Ophthalmology at the University of Minnesota, and interacts by e-mail and/or telephone with editorial board members, authors and reviewers, and freelance contributors. *Note:* This is not a University of Minnesota position and offers no benefits.

This position is a contract position, likely to require an average of 20 to 25 hours a week, with the amount of time varying from week to week, depending on the demands of the production schedule. As an independent contractor, the managing editor will work from his/her own office using his/her computer equipment and Internet access. Occasional in-person meetings are required but Skype sessions also are an option. The project fee is negotiable and will be based on the candidate's experience.

**Primary duties:**

Manage the day-to-day editorial operations of a quarterly online biomedical journal, working with the editor-in-chief and journal manager to ensure the smooth flow of articles through peer review, editing and layout, and publication using an online open-access journal publishing system.

Ensure that published materials conform to professional editorial standards. Establish production schedules and keep the editor-in-chief informed about necessary adjustments.

Assign and oversee the contributions of freelance copy editors, layout artists, and proofreaders within established budgetary parameters. Material includes original research articles as well as supplementary practice-related articles addressing economic, cultural, and other concerns of interest to readers. Material may include such elements as clinical photographs, tables, figures, and videos.

Serve as liaison with publishing system staff to ensure smooth operation of journal website. Work with journal manager to maintain and update content of website related to editorial policies, submission procedures, and staff/editorial board. Work with independent contractors involved in web design to produce attractive and functional website.

Edit contributions by the editor-in-chief and other members of the editorial board.

Write occasional articles and prepare news items, announcements, and letters to the editor for publication.

Become familiar with key issues and members of the worldwide eye banking community. Help the editor-in-chief solicit and schedule editorial content for each issue. Generate ideas for upcoming articles, editorial enhancements to the journal's website, and future editorial initiatives such as harnessing social media.

Assess online publishing trends and recommend ways to enhance the journals' citation index/impact factor. Keep current on parameters unique to online journal publishing such as establishing DOIs and enhancing search engine results; recommend ways to ensure journal content reaches the greatest number of readers.

Help prepare applications for inclusion within scholarly databases such as MEDLINE. Ensure that journal is represented in key industry repositories such as Google Scholar. Identify legal problems such as libel, invasion of privacy, and copyright infringement.

Stay abreast of the ophthalmological literature (such as *Cornea*), trends in eye banking within the United States and various regions of the world, and prevailing ethical standards developed for medical journal editors (ie, International Committee of Medical Journal Editors and COPE).

Help prepare marketing pieces, news releases, and funding proposals, as assigned.

Undertake occasional travel to national ophthalmology and eye banking conferences and trade shows, as well as meetings of the editorial board.

**Job Requirements:**

- A B.A./B.S. degree and at least two years of pertinent editorial experience.
- Understanding of scientific journal publishing and the medical milieu; proven ability to communicate with physicians and other healthcare professionals, researchers, and leaders of nonprofit organizations. Firsthand knowledge of ophthalmology and/or transplantation a plus.
- Demonstrated ability to work independently and proactively while functioning in a team setting.
- A strong background in coordinating multiple projects with competing deadlines.
- Proven knowledge of English grammar, conventions of scientific research, and page makeup and typography. Familiarity with medical terminology and AMA style manual. Knowledge of scholarly search engines, databases, and directories (such as MEDLINE, Google Scholar, and Ulrichs).
- Experience with computer software programs such as Microsoft Word, InDesign, Excel, and PowerPoint.
- Fluency with online scholarly journal publishing, particularly using an open-access journal publishing system. Experience with Open Journal Systems a significant plus. Knowledge of HTML coding and/or CSS style sheets an even more significant plus.
- Familiarity with social media and digital formats for graphics and videos desirable.

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The **Minnesota Lions Eye Bank**, a nonprofit organization at the University of Minnesota, is one of the largest eye banks in the world. For more information, visit [www.MnLionsEyeBank.org](http://www.MnLionsEyeBank.org).

The **Eye Bank Association of America**, established in 1961 and headquartered in Washington, D.C., has led the corneal transplantation field with a diverse offering of broad-based and widely accepted programs. For more information, visit [www.RestoreSight.org](http://www.RestoreSight.org).

The **Minnesota Lions Vision Foundation**, supported by members of Lions Clubs International, the largest service organization in the world, has generously funded the Minnesota Lions Eye Bank since 1960. For more information on the work of Lions club members, visit [www.LionsClubs.org](http://www.LionsClubs.org).