The American Journal of Preventive Medicine (AJPM) is an international peer-reviewed medical journal, published monthly by Elsevier, Inc., and sponsored by the American College of Preventive Medicine (ACPM) and the Association for Prevention Teaching and Research (APTR), headquartered in Washington DC.

AJPM holds its own copyright and maintains contractual editorial independence from the sponsoring organizations. Final authority and responsibility for Journal content rests with the Editor-in-Chief and editorial team of AJPM. The Journal currently receives about 1100 unsolicited manuscripts annually. In addition, it receives up to 100 manuscripts annually that are part of theme issues or supplements to the Journal.

General information about AJPM is available online at www.ajpmonline.org. The AJPM Board of Governors is now actively seeking a new Editor-in-Chief to manage and lead the Journal for a five-year term beginning January 1, 2014.

Governance
Oversight of the Journal is provided by a Board of Governors composed of four members from each of the two sponsoring organizations and one person who is a member in both. The Board enters into a contract with the publisher and a separate contract with the editorial team. The Board meets at least twice each year, at least once in-person. With the exception of contractual pages allotted to both ACPM and APTR, the board delegates its authority and responsibility for the content of the Journal to the EIC and the editorial office.

Content
The mission statement of the American Journal of Preventive Medicine is:

A forum for the communication of information, knowledge, and wisdom in prevention science, education, practice, and policy.

AJPM publishes original scientific research, including review papers and brief reports, as well as special-topic papers, current issues, practice methods, topics in education, media reviews and reports, letters to the editor, editorials, and commentary. Original research is published on interventions aimed at the prevention of chronic and acute disease and the promotion of individual and community health. Of particular emphasis are papers that address the primary and secondary prevention of important clinical, behavioral and public health issues such as injury and violence, infectious disease, women’s health, smoking, sedentary behaviors and physical activity, nutrition, diabetes, obesity, and alcohol and drug abuse. Papers on educational initiatives aimed at improving the ability of health professionals to provide effective clinical prevention and public health services are welcome. Papers on health services research pertinent to prevention and public health are also published. The Journal periodically publishes supplements and special theme issues devoted to areas of current interest to the prevention community.
Additionally, under an agreement with Elsevier, the Journal allots a set number of pages for the two co-sponsoring organizations, at their own discretion, to publish official policy statements, commentaries, promotional items, and other timely information of interest to members of both societies.

*AJPM* has steadily increased its impact factor over the past 15 years, with a 2009 IF of 4.235, which ranks it 16 (of 132) in Medicine, General and Internal; and 11 (of 122) in Public, Environmental, and Occupational Health. *AJPM*’s 5-year impact factor is 5.006, which ranks 13 and 8, respectively, in the same categories.

**Supplement program**
In addition to the steady growth in submissions for publication in a regular *AJPM* issue, the current editorial team has developed and grown an impressive supplement program. Most supplements are sponsored by government entities (e.g., CDC, IOM, NIH) or foundations/nonprofits (e.g. the Robert Wood Johnson Foundation, the Macy Foundation, the Cooper Institute). Supplement issues cover the wide range of topics that fall under preventive medicine and public health. Appendix A lists the supplements published in the last several years.

**Personnel and Boards**

**Editorial office staff and work effort (FTEs)**
Through three funding sources (the publisher, by contract; the Board; and income from supplements), the current *AJPM* Editorial Office supports part of the salaries of the Editor-in-Chief, the Deputy Editor, the Editor-at-Large, a communications specialist, and the Statistics Editor; and a full-time Managing Editor, Associate Managing Editor, in-house copyeditor, and 1.5 FTE editorial assistants. Five associate editors are paid an annual honorarium for their participation in the decision-making process for each issue. In addition we have retained the services of (1) a consultant in business development and (2) and expert in web development.

The accounting and finances of the Journal are handled out of the Washington, DC office, based at the APTR headquarters.

**Roles and Responsibilities of the editorial team**
The Board of Governors of *AJPM* (composed of four members from each of the sponsoring organizations and one person who has membership in both) selects the Editor-in-Chief (EIC). The EIC is a contractual position, with the term of the contract decided by mutual agreement between the EIC and the Board. The current editorial team has been in place since 1994; contracts of five-year terms have been renewed over this time. The current contract is complete at the end of 2013, at which time the current editors have informed the Board that they intend to retire from the excellent job they have done over their 20 years in office.

The new EIC will first need to establish the new editorial office, evaluate the existing budget for any necessary revisions, arrange for new office space, enter into an
arrangement and contractual agreement with his/her host institution, and hire employees as needed based upon the projected editorial staff.¹

The new EIC will have flexibility in organizing the workflow and editorial staff. The current arrangement is an EIC-Deputy Editor combination, both of whom are signees on the contract. Past arrangements have included a single EIC with deputies. Whoever assumes responsibility of *AJPM* (EIC or other working combinations) is contractually responsible for carrying out the overall strategy for the Journal and upholding the mission statement of the Journal, both of which are created in conjunction with the Board, the publisher, and the editorial staff, in consultation with ACPM and APTR.

The editorial office has used an online submission program for many years, and is currently using Elsevier Editorial Systems (EES). All processes described in the next sections take place within the framework of EES; the progress of each manuscript is seamless—from the author's first submission, through external peer review, to transmittal of the final revised version to Elsevier for publication.

Currently, the editorial office handles about 1100 unsolicited manuscripts annually. Each paper is read by the EIC or Deputy Editor when it is first submitted. At that point, about 50% are rejected, and the other 50% are sent out to external peer review. The editorial assistants solicit the peer reviewers (usually 3 for each paper; statistical review if requested by the editors) under the guidance of the editors; within the EES, *AJPM* keeps a database of about 6000 health professionals who assist in the reviewing of all papers that are published in the Journal. This database is maintained and updated by the EIC and his/her editorial staff.

Once peer review is complete, the manuscripts are again assigned to the EIC, who may at this point bring in either the deputy editor or one of the associate editors (depending on the topic area of the paper and the expertise of each editor) to arbitrate the reviews and assist in making the decision about the final disposition of the paper.

*AJPM* is currently publishing between 17% and 20% of the unsolicited manuscripts, so the review, revision, and rejection processes are vitally important to maintaining the corpus of work published, and in ensuring the integrity of the published product. Each paper is read and reviewed by numerous editors before final decisions are made.

Timely processing of unsolicited papers is an important goal for *AJPM*. At present new papers are evaluated for appropriateness for external review within 5 business days. If sent for review, the process of identifying reviewers usually takes an additional 5 days. Reviews are to be returned within 3 weeks, but are usually completed within 5-6 weeks. Once completed the EIC or Deputy Editor will make a decision to reject or seek revision within 5-7 business days. Revised papers are re-read within a few days of receipt to ensure that changes have been made and, if so, are placed in the queue for the next monthly Editorial meeting.

Each associate editor rotates the responsibility for participation in the monthly issue composition decision-making meetings. These meetings also include the EIC, Deputy

¹ Contingent upon developing arrangements with the University of California San Diego, the EIC may be able to keep the existing office in San Diego at his/her discretion.
Editor, and Managing Editor, each having read the revised (and sometimes re-revised) papers and reviewer comments. The collective wisdom of these experts is one of the most critical points in this final decision-making step. As noted, the statistics editor reads and evaluates many of the papers each month, depending on the complexity of the statistical design of the research, and will sometimes seek outside statistical consultation and second opinions if necessary.

**Deputy Editor**
Because of the increasing number of unsolicited manuscripts and therefore increasing workload for the EIC during 2009 and 2010, *AJPM* created the role of Deputy Editor in 2011. The new EIC will have the opportunity to shape the role of all of his/her editorial staff.

**Associate Editors**
There are five associate editors of *AJPM*. Four of the associate editors were chosen to represent each of the areas of expertise listed in the mission statement: prevention science, education, practice, and policy. The fifth associate editor represents the international perspective of public health and preventive medicine. There has been very little turn-over with these roles for the past 16 years; associate editors are provided a modest honorarium each year, and serve by mutual agreement between the EIC and the associate. Their role is vital to maintaining both the breadth and depth of the input into the content of each issue.

**Editorial Board**
There are currently 46 members on the *AJPM* Editorial Board; each has been hand-selected by the EIC and editorial team to represent content areas within the broader fields of preventive medicine and public health (e.g., physical activity, nutrition, violence prevention, immunizations). The members of the editorial board serve an average of 4 years. They are expected to review 2-3 manuscripts each year, identify other reviewers if they are too busy, encourage colleagues to submit papers to *AJPM*, and network at their various professional meetings on behalf of the Journal.

**Future plans**
Following a formal 2-day strategic planning meeting held in September 2010, the AJPM editorial office, working in conjunction with the Editor-at-Large, created an action-item list to encompass goals and objectives for the growth of the Journal over the next 3-5 years. The plan has a specific focus on enhancing AJPM’s digital initiatives, building strategic collaborations, and enhancing the Journal’s visibility within, and impact on, professional audiences globally. The EIC is responsible for driving the creativity of and implementing these plans.

**Journal Policies:**
1. The Journal does not accept advertising from proprietary for-profit organizations.
3. AJPM also adheres to the guidelines of the International Committee of Medical Journal Editors (www.ICMJE.org) and the Committee on Publication Ethics (www.publicationethics.org).
Characteristics sought for the new *AJPM* EIC

While it may be rare for any individual to possess all of the following attributes, and the Board of *AJPM* is prepared to weigh an individual’s attributes accordingly, the “ideal” Editor-in-Chief for *AJPM* will have:

1. Demonstrated scholarship and national or international recognition in an area of research relevant to the field of preventive medicine and public health.

2. Previous journal editorial experience.

3. A supportive institution, providing needed space, compensatory time, infrastructure, etc. to support the activities of the EIC and his/her staff.

4. A large network of contacts in the research and practice of preventive medicine and public health in the US.

5. Commitment to the concepts and underlying processes of *AJPM*, including a close relationship with the parent organizations and the *AJPM* Board of Governors.

6. Commitment to the basic tenets of the scientific process and academic peer review, including the upholding of ethical standards in the publication process.

7. Broad understanding of the breadth and depth of the field of prevention and public health and an open-minded approach to advances in research, practice, policy, and education in these areas.

8. No conflicts of interest that could create problems in carrying out the role of Editor-in-Chief.

9. An interest in staying abreast of the processes of scientific communication in an era of rapid technological change in how scientific information is created and used by the many constituents of the Journal.

10. Preferably (but not as an absolute requirement) be board certified in preventive medicine, and have membership in APTR and Fellowship in ACPM. If membership in these organizations is not current, once taking over the position the EIC will be required to become a member in good standing in both ACPM and APTR.

11. Fiscal responsibility in a nonprofit environment.

12. Willingness to interface actively with the Board of Governors and component society owners (ACPM and APTR) regarding the strategy of the Journal, and in reporting on the functioning, activities, and progress of the Journal. The EIC is an ex officio member of the Board of the APTR and is expected to attend the Board meetings of both APTR and ACPM.
How to Apply
Candidates interested in applying for the EIC role should submit a short (2-3 page) description (“statement of interest”) of how their skills and experience in the context of the preferred attributes listed above. Append to the statement of interest a complete curriculum vitae, a brief suggestion of how they would organize the Journal, and a list of any personnel with whom they would like to work, including particularly an identified Managing Editor. This last item is not a requirement, but if possible the Board would look favorably to hiring an established Journal management “team”.

The term of this position is five years and begins January 1, 2014. Completed applications are due July 1, 2012.

For more information or to discuss the position and statement of interest in greater detail, please contact:

Mike Barry
Executive Director, American College of Preventive Medicine
Email: mbarry@acpm.org

or

Allison Lewis
Executive Director, Association for Prevention Teaching and Research
Email: all@aptrweb.org