EDITOR-IN-CHIEF
INFLAMMATORY BOWEL DISEASES (IBD)
CROHN’S & COLITIS FOUNDATION OF AMERICA, INC.

DESCRIPTION OF DUTIES

The Editor-in-Chief (EIC) shall strive to:

- Publish the most authoritative, innovative, and highest quality clinical findings, clinical research, and basic science in inflammatory bowel diseases and related areas;
- Identify emerging areas of importance and actively solicit the best work being done in those areas; and,
- Promote the scientific exchange of ideas to advance the field of inflammatory bowel diseases and other areas of interest to the readership of the journal.

Responsibilities of the Editor-In-Chief

Reporting

The EIC is accountable directly to the CCFA National Scientific Advisory Committee (NSAC) and will report annually to the NSAC or as frequently as events may dictate. There shall be a broad range of editorial autonomy; however, it should be understood that the EIC will share major decisions with the NSAC.

Editorial Responsibilities

The EIC, upon the advice of the Editorial Board, shall have complete and final authority for the selection, editorial modification, and quality of all materials published. The specific responsibilities of the EIC shall include:

a. Establishing, in consultation with CCFA’s NSAC and Staff Director, the Editorial Board for the Journal (Associate Editors, Section Editors, and Reviewers), consisting of distinguished researchers and clinicians across the spectrum of inflammatory bowel diseases and related areas of study.

b. Arranging appropriate peer-review procedures for the contributions submitted for publication in the Journal. It is agreed that the EIC shall approve all material provided to the Publisher on the advice of at least two referees eminent in the relevant field and/or any referees considered appropriate by the EIC. Initial adjudication of conflicts involving authors, reviewers or others in the journal publication process shall be handled by the EIC and Associate Editors, provided that the Publisher or CCFA (depending upon the circumstances), and not the EIC or Associate Editors, shall take full responsibility for, and have control over the defense of any claims or legal actions asserted against the CCFA, the Publisher or IBD. In the event of such a dispute, the EIC shall make available in confidence to CCFA and the Publisher the relevant editorial records and referee reports.

The following table shows the total submissions, by article type, in calendar year 2014.
<table>
<thead>
<tr>
<th>Manuscript Type</th>
<th># Manuscripts</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Guidelines</td>
<td>1</td>
<td>0.1 %</td>
</tr>
<tr>
<td>Cochrane Review</td>
<td>2</td>
<td>0.2 %</td>
</tr>
<tr>
<td>Editorials</td>
<td>4</td>
<td>0.4 %</td>
</tr>
<tr>
<td>Future Directions and Methods Article</td>
<td>15</td>
<td>1.5 %</td>
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<tr>
<td>IBD LIVE</td>
<td>2</td>
<td>0.2 %</td>
</tr>
<tr>
<td>Letters to the Editor</td>
<td>54</td>
<td>5.4 %</td>
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<tr>
<td>Original Research Articles - Basic Science</td>
<td>271</td>
<td>27.0 %</td>
</tr>
<tr>
<td>Original Research Articles - Clinical</td>
<td>532</td>
<td>53.0 %</td>
</tr>
<tr>
<td>Review Articles</td>
<td>123</td>
<td>12.3 %</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td><strong>1,004</strong></td>
<td><strong>100.0 %</strong></td>
</tr>
</tbody>
</table>

c. Ensuring that his or her conduct conforms to the highest standards of professional conduct and scientific integrity, is consistent with all applicable laws and regulations, and reflects positively on the CCFA; and promoting the same standards of conduct by the Associate and Section Editors. The EIC will bring to the CCFA’s and Publisher’s attention as soon as possible any matter contained in any material that he or she believes may be obscene, defamatory, or a breach of confidence or an infringement of a copyright or database right.

d. Exercising his or her best professional judgment and consulting with the Publisher, to keep the Instructions to Authors up-to-date

e. Securing from the authors of accepted papers an executed “Author Responsibility, Copyright Transfer to CCFA, and Financial Disclosure Agreement: signed by all authors. If the contribution is an Open Access article, the authors will execute the appropriate “Creative Commons” license allowing the Publisher to publish the paper.

f. Securing from all members of the Editorial Board appropriate conflict of interest disclosures and submitting his or her own Conflict of Interest statement annually to the Chief Scientific Officer of the CCFA.

g. Instructing authors to comply with the requirements for submissions to the Journal.

h. Making a reasonable effort to ensure that material provided to the Publisher is original and of suitable quality and providing a timely inflow of contributions of superior scientific, academic and professional merit sufficient to fill the Journal’s annual publication schedules.

i. Providing the Publisher with sufficient material for each issue of the Journal in accordance with the specifications set out in the Journal Publishing Agreement and ensuring that the total number of pages printed each year is consistent with the established page budget. In 2017, the journal has an allotment of 3,216 print pages and 192 electronic pages. If an
increase or decrease in pages is desired for the next calendar year, the EIC will notify CCFA and the Publisher by March 30 of the then-current year.

j. If desired, the EIC will work with the Publisher and CCFA to redesign the Journal’s covers and interior text pages.

k. The EIC shall prepare an annual or semi-annual report to NSAC, showing the acceptance rate, rate of submission, origin of submitted and accepted papers, time lag to first decision and final decision, or other statistics requested by the NSAC and available through the Managing Editor Service, which has been contracted by the Publisher for the duration of the Publishing Agreement.

l. The EIC will attend an annual Strategy Meeting, held at the Publisher’s New York offices or at the CCFA’s National Headquarters in New York, to develop strategic plans for the improvement of IBD and its value to the medical and scientific community.

Term
The EIC will serve an initial one-time term of five (5) years, commencing January 1, 2017 and ending December 31, 2021. There will be a six-month overlap period with the new EIC, starting July 1, 2016. The term may be renewed for one additional 3-year period.

Honorarium
The EIC is provided an honorarium by CCFA, which is paid on a quarterly basis. The EIC is an independent contractor of CCFA and is expected to control the means and methods of accomplishing his/her services (e.g., workspace, equipment, etc.).

Editorial Budget
The Editor must adhere to the Editorial Budget, which includes the honoraria for Associate and Section Editors. The EIC must notify staff in August if there are any desired increases in the number or honoraria of Associate and Section Editors for the following year.

Office Support
The EIC receives administrative support from J&J Editorial Services, an outside contractor of expert managing editors and editorial assistants.

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Aims and Scope of IBD

*Inflammatory Bowel Diseases*® brings the most current information in clinical and basic sciences to physicians caring for patients with inflammatory bowel diseases, and investigators performing research in IBD and related fields.

Each issue contains cutting-edge original basic science and clinical articles on diagnosis, treatment, and management of IBD from clinicians and researchers around the world. Coverage includes articles highlighting the unique and important issues in pediatric IBD, as well as articles pertaining to adult patients. The Journal does not accept case reports.

Other sections providing relevant, focused information include Clinical Guidelines; Outstanding Clinical and Basic Review Articles; Future Directions and Methods for IBD Research; Reviews of
the Latest Advances in Genetics, and IBD LIVE (Inflammatory Bowel Disease Live Inter-Institutional and Interdisciplinary Videoconference Education)

Instructions for Authors
See https://mc.manuscriptcentral.com/societyimages/ibd/IBD_IFA_Nov5_2014.pdf