

EDITOR-IN-CHIEF

VIDEOGIE

AMERICAN SOCIETY FOR GASTROINTESTINAL ENDOSCOPY

The Editor shall strive to:

- Publish the most authoritative, innovative, and highest-quality original, single-blinded peer-reviewed video case reports and case series of endoscopic procedures used in the study, diagnosis, and treatment of digestive diseases.
- Identify videos that demonstrate use of endoscopic systems, devices, and techniques, report outcomes of endoscopic interventions, and educate physicians and patients about gastrointestinal endoscopy.
- Promote the educational exchange of ideas to advance the field of gastrointestinal endoscopy and other areas of interest including but not limited to advanced endoscopists, endoscopy staff, and patients.

Duties

1. The Editor is accountable to the Editor-in-Chief of *Gastrointestinal Endoscopy (GIE)* and the Governing Board of ASGE. The Editor shall be responsible for the scientific and educational content of *VideoGIE*, including recommendations to the GIE Editor-in-Chief on the selection of Associate Editors.
2. The Editor's duties include overseeing the manuscript process, selecting worthy manuscripts or cases for *VideoGIE*.
3. The Editor ensures that associate editors, reviewers, and authors divulge potential conflicts of interest that could bias their work; manage any potential conflicts of interest to maintain the quality and integrity of *VideoGIE*. When there is a need for conflict resolution between the Editor and any other party involved in the review or publication of *VideoGIE*, conflict resolution will be attempted first in consultation with the *GIE* Editor, then the ASGE Publications Committee or a subset thereof, which failing, the ASGE Governing Board shall act as final authority in the matter.
4. Manage any suspicion of scientific misconduct, errata, and retractions that become necessary.
5. Track acceptance rates, usage, and citation statistics as indicators of quality for its publications and influence on *VideoGIE*'s future impact factor.

6. Work in collaboration with the ASGE Editorial staff and assist as needed with processes for advertising.
7. Establish in collaboration with the Publisher and ASGE staff the overall visual presentation of *VideoGIE*.
8. Review goals in collaboration with *GIE* Editor and with the *VideoGIE* Associate Editors as to the scope and balance of *VideoGIE* as it relates to quality, particularly regarding the peer review process, selection of reviewers, monitoring of reviewers, solicitation of content and authors, and communication with authors.
9. The Editor will work collaboratively with ASGE editorial staff to ensure an efficient process, monitoring monthly trends, making adjustments as needed to support quality videos that facilitate gaining an impact factor
10. Prepare a semi-annual report to the *GIE* Editor, Publications Committee, and ASGE Governing Board.
11. Notify in writing, by June of each year, any desired changes to *VideoGIE* in preparation for the subsequent year for purposes of review and budgetary planning. The ASGE Governing Board will make final determinations on requests based upon recommendations from *GIE* Editor and Chair, Publications committee.
12. Maintain and strengthen *VideoGIE*'s reputation in the scientific and scholarly community. Monitors visibility, site activity as measures of success, and reputation in the GI community. While there are no established guidelines for minimum levels of usage, an overall positive trend over the Editor's term is the expectation.
13. Is responsible for faithfully executing the editorial charter of the *VideoGIE* publication. Presents a clear vision of the field and the role *VideoGIE* publication has within it. The contents of *VideoGIE* should be balanced, accurately representing the full spectrum of high-quality work ongoing in the field. It should not be a forum for the Editor's own viewpoint. However, an option is for the Editor to publish editorials that may highlight the Editor's own singular opinion on topics or issues.
14. The Editor should be proactive in adapting the publication to changes in the field, working with the *GIE* Editor, Publications Committee, and ASGE Governing Board to adjust the publication's charter when necessary.
15. The Editor should demonstrate his/her ability to attract and select the best content of its Editorial Team of Associate Editors; they should have high stature and respect in the community. In this regard, appointment of pre-tenure faculty is discouraged both because of their junior standing in the field and to avoid placing them in a potential conflict of interest situation. The number and technical breadth of the Associate Editors should be within ASGE's budget yet sufficient to manage the publication's workload. Finally, the Editorial Team should reflect the diversity of the GI community with respect to geography, gender, and types of institutions represented.

16. Ensure that the publication has appropriate and well-defined procedures for refereeing and review, which are fair, unbiased, and faithfully executed.

Term

The editorship is a one-time term of five (5) years, commencing January 1, 2021 and ending January 30, 2026. There will be up to a six-month overlap period with the new Editor, starting February 1, 2026.

Honorarium

The Editor is provided a \$30,000 honorarium, which is paid on a quarterly basis. The Editor is an independent contractor of ASGE and is expected to control the means and methods of accomplishing his/her services (i.e., workspace, equipment, etc.).

Editorial Budget

The Editor must adhere to the Editorial Budget, which includes the honoraria for associate editors. The editorial budget is approved by the ASGE Governing Board in November of every year for the following year. The editor must notify staff in August if there are any desired increases.

Office Support

The Editor receives administrative support by ASGE publications staff. ASGE publications staff are responsible for drafting board reports and meeting/conference call minutes, as well as scheduling conference calls and meetings. Every August, the Editor has the opportunity to request additional resources for the following year, as part of the ASGE budgeting process. The ASGE Governing Board will make the final determination on requests for any increases or additional resources.