



Canadian Association of Nurses in Oncology
Association canadienne des infirmières en oncologie

JOURNAL OF THE CANADIAN ASSOCIATION OF NURSES IN ONCOLOGY

EDITOR-IN-CHIEF

GENERAL INFORMATION

A. Name

The journal is called **The Canadian Oncology Nursing Journal (CONJ)**. It is the official publication of the Canadian Association of Nurses in Oncology/ l'Association canadienne des infirmières en oncologie (CANO/ACIO).

B. Frequency of Distribution

The journal is distributed quarterly in February, May, August, and November. Within a volume the issues are numbered one to four.

C. Statement of Purpose

The Canadian Oncology Nursing Journal is the official publication of CANO/ACIO, and is directed to the professional nurse caring for patients with cancer and their families. The journal supports the philosophy of the national association. The philosophy is:

The purpose of this journal is to communicate with the members of the Association. This journal currently acts as a vehicle for news related to clinical practice, technology, education, administration, leadership, and research. This journal aims to publish timely papers, to promote the image of the nurse involved in cancer care, to stimulate nursing issues in oncology nursing, and to encourage nurses to publish in national media.

In addition, the journal serves as a communication tool conveying information related to the CANO/ACIO; it intends to keep Canadian oncology nurses current in the activities of their national Association.

Recognizing the value of nursing literature, the CANO/ACIO Editorial Board collaborates with editorial boards of other journals and indexes to increase the quality and accessibility of nursing literature.

EDITOR-IN-CHIEF OF THE JOURNAL

- A. The Editor-in-Chief (Editor) is appointed by the CANO/ACIO Board of Directors for a three year term renewable once.
- B. The Editor is usually the nominated and elected editor to the CANO/ACIO Board of Directors and is a voting officer of the Board, although an Associate Editor may be elected instead of the Editor.
- C. The Editor is given an annual stipend determined by the CANO/ACIO Board of Directors.



- D. The Editor submits an annual budget and but the Treasurer of the Board has managerial control of the budget.
- E. The Editor works closely with the CANO/ACIO Treasurer and the Management Service for operational matters.
- F. The Editor is given final responsibility for journal content and layout. The Editor may edit any materials except official association transactions submitted by Board members.
- G. Policy decisions are taken by the CONJ Editorial Board and brought to the CANO/ACIO Board of Directors for approval.
- H. The Editor and Associate Editors recruit and appoint new editors to the Editorial Board. The CANO/ACIO Board of Directors is informed of the appointments.
- I. The Editor must give reasonable notice of termination to the CANO/ACIO Board of Directors. A period of 6 months is reasonable.
- J. The CANO/ACIO Board of Directors must give reasonable notice of termination to the Editor-in-Chief. A period of 6 months is reasonable.
- K. A new Editor-in-Chief is appointed six months in advance of the completion of the incumbent's term in order to allow for orientation. The designate is known as the Editor-in-Chief Designate during the orientation period.
- L. The outgoing Editor provides the incoming Editor with guidance and direction regarding the management of the Journal. Journal files must be transferred to the incoming editor. CONJ provides financial support (50% of the Editor's stipend) to facilitate the transfer of duties and materials during the orientation period.

CANADIAN ONCOLOGY NURSING JOURNAL

EDITOR-IN-CHIEF

I. QUALIFICATIONS

- active member in CANO/ACIO
- RN practicing in the field of oncology nursing
- broad general knowledge in oncology nursing and/or palliative care nursing
- good writing skills and verbal communication skills
- ability to critique the writing of others
- bilingual in English and French or at least has working knowledge of both languages
- creative
- able to assess and respond to the publication's target audience
- graduate school preparation in nursing, research methodology, or journalism is an asset

II. TERM

- appointed by CANO/ACIO Board of Directors and reviewed annually
- a term of three year renewable once is desirable to ensure publication continuity

III. RESPONSIBILITIES

- acts as a spokesperson and public relations officer for CONJ
- conducts general correspondence on behalf of CONJ
- provides leadership in selection, guidance, and organization of Review and Editorial Boards (updated annually)
- initiates and chairs an Editorial Board meeting annually and as needed
- starts initiatives to assess and monitor the quality of the publication and readership satisfaction
- with the Editorial Board, and the Treasurer of CANO/ACIO submits an annual budget for the publication
- oversees the accumulation of materials, design, layout, production, and mailing of the publication four times per year
- corrects (or delegates) the galleys of the publication before printing
- oversees the translation of all materials into French or English
- oversees the tendering process for selecting publisher, printer, and translator
- contracts with publisher and/or printer for services to the publication
- monitors the quality of the services contracted
- promotes the publication to potential writers and subscribers
- attracts scholarly papers of high caliber on appropriate topics
- provides for the organization and system of peer review for manuscripts
- conveys decisions about manuscripts to writers
- acts as a resource to writers
- acts as a resource to reviewers
- assists in attracting appropriate advertising to the publication
- interacts with sponsors and advertisers to foster mutually satisfactory arrangements
- oversees updating of the mailing list of members, institutional subscribers, and complimentary addresses
- interacts with the management service to facilitate mailings of CONJ and inclusion of additional mailings, e.g., conference brochures, with the journal mailings
- communicates regularly with CANO/ACIO Treasurer
- liaises with CANO/ACIO Board of Directors on an ad hoc basis regarding operational issues
- interacts with CANO/ACIO Board of Directors to maximize the usefulness of the publication as an Association communication tool
- reports semi-annually to CANO/ACIO Board of Directors
- reports annually to CANO/ACIO membership
- The CONJ Editor in Chief is a full participating member of the CANO/ACIO Board of Directors

IV. GENERAL SCHEDULE OF ACTIVITIES

A. Year round work

- processes manuscripts and interacts with authors weekly or as necessary
- oversees "Food for Thought", "Memo to Members" and "Sharing Stories" columns
- communicates with CANO/ACIO Treasurer as necessary

- communicates with Associate Editors as necessary
- attends Board of Directors meetings and/or conference calls (if elected)
- follows-up on tasks assigned at Editorial Board meeting
- responds to copyright requests and other communications

B. Quarterly work - each issue to be in mail by 15th of month (February, May, August, November) with goal of first week of month

- e-mail is used for communication whenever possible
- starts process 10-12 weeks prior to mailout by sending e-mail reminder mid-month to Associate Editors, CANO/ACIO BOD, and Provincial Representatives to say that materials are due
- decides which articles will be included in issue
- receives materials from Associate Editors, CANO/ACIO BOD, and Provincial Representatives by 1st of month, 2 months prior to mailout (December, March, June, September)
- edits all English materials and stores in word processor
- 1st of month, 2 months prior to mailout (December, March, June, September), sends materials for translation by e-mail to translator and Associate Editor-French
- no less than two weeks after translation materials are sent to translator and by fourth week of month 2 months prior to mailout (December, March, June, September), collates all information for issue, completes editing, makes list of materials in order, and sends files by e-mail to publisher
- corresponds with translator, advertising manager, and managing editor as needed
- ensures translated materials are sent by e-mail from translator to publisher by 4th week of month at latest (December, March, June, September)
- receives galley proofs by e-mail mid-month (January, April, July, October), proofreads and edits as necessary, returns comments to publisher by e-mail within 48-72 hours
- asks management company by standing request to transfer sufficient funds into Canada Post account by 1st of month in which mailout occurs (February, May, August, November)
- by mid-month (January, April, July, October), requests numbers of members, subscriptions, and complimentary copies from management company
- confirms size of press run with managing editor management company (membership + 200)
- publisher sends journal to press and informs Editor of expected delivery date to mailing house (approximately 2 weeks after going to press)
- once aware of expected delivery to mailing house, asks management company to send mailing labels by e-mail to mailing house 3-4 days prior to anticipated arrival of journal
- ensures inserts are delivered to mailing house 2-3 days prior to anticipated arrival of journal
- informs mailing house of anticipated arrival date
- publisher sends all copies of issue, except for those sent to Editor or needed for advertising, to mailing house by 1st week of month; any extra are then sent to CANO/ACIO Head Office for storage
- receives 20 copies of issue and sends appropriate number to authors of articles in issue



- receives copies of invoices from management company for advertisers, translator, publisher, printer, postage, handling and confirms payment for services
- receives expenses/revenue updates from management company and reconciles
- forwards Table of Contents to website liaison for posting on CANO/ACIO website
- ensures that articles in each issue are posted on the CANO/ACIO website.

C. Additional work by month

1. January

- obtains promotional notice for upcoming annual conference
- reviews and/or initiates tendering process for publisher, printer, advertising manager, mailout handling, and translator as per CONJ Tendering Policy

2. June

- coordinates educational activities re: writing/publishing for CANO/ACIO Conference
- prepares written annual report for CONJ and submits to CANO/ACIO office or Secretary by 1st of month

3. August

- arranges annual Editorial Board meeting with CANO/ACIO office and confirms arrangements with Associate Editors
- prepares agenda for Editorial Board Meeting and sends out to Associate Editors by e-mail
- contacts Associate Editor-Materials on Review to request complimentary books for book draw at annual conference

4. September/October

- arranges CONJ promotional activities for CANO/ACIO Conference, orders materials
- convenes and chairs annual Editorial Board meeting
- attends CANO/ACIO conference
- coordinates and participates in CONJ promotional booth/activities
- approaches commercial companies to solicit ads for CONJ, gives out business cards, sample journals, etc.
- approaches conference presenters to encourage writing for CONJ
- mentors novice/prospective authors on manuscript development
- attends CANO/ACIO Annual General Meeting and provides/discusses annual CONJ report
- attends CANO/ACIO annual Board of Directors meeting, if elected to Board
- proposes budget for next fiscal year to the Treasurer
- coordinates and presents the annual CONJ instructional session at the CANO/ACIO Conference



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5. October

- confirms with Associate Editors their retirement or continuation on the Editorial Board
- organizes new appointments to Editorial and Review Boards; notifies individuals; informs CANO/ACIO Board of Directors and Publisher

6. November

- follows up on assigned tasks from CONJ Editorial Board meeting
- follows up on assigned tasks from CANO/ACIO Board of Directors meeting
- completes and e-mails Minutes from CONJ annual Editorial Board meeting
- arranges Editorial Board Meeting via teleconference, or e-mail only
- completes Editorial Board Meeting via conference call if needed