

## Role Profile

### Editor, *Primary Dental Journal*

#### About the College of General Dentistry

The College of General Dentistry is the first independent college for primary care dentistry in the UK. A registered charity serving the public interest in oral health, it is the UK's only medical college run by and for dental professionals and welcomes all oral health professionals with relevant postgraduate qualifications into full membership. Supporting professional development and recognition for the whole dental team, the College is building on the achievements of the former Faculty of General Dental Practice of the Royal College of Surgeons of England (FGDP) in setting standards for general dental care, and has a vision to achieve Royal College standing.

#### About the *Primary Dental Journal*

The *Primary Dental Journal (PDJ)* is the College's quarterly peer-reviewed journal. First published in 2012, it brought together previous FGDP publications including *Primary Dental Care* and *Team in Practice*, and is now approaching its 50<sup>th</sup> issue.

The *PDJ* is unique in its dedication to primary dental care and serves as an indispensable and practical resource for general dentistry, translating current evidence into best practice. Within each annual volume, 2-3 themed issues offer readers a valuable update on an area of practice within general dental care, with 1-2 general issues covering a wide range of relevant and contemporary topics.

In partnership with one of the world's leading journal publishers, each issue is printed and distributed to the College's UK and international members and subscribers, indexed in PubMed/ MEDLINE and Scopus, and made available in over 3,000 academic institutions worldwide.

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#### MAIN FUNCTIONS

The Editor is the academic lead of the *Primary Dental Journal*. They commission individual themes and papers, appoint guest editors, authors and peer reviewers, resolve all matters that may arise in the development of each issue, and give final approval of all peer-reviewed content. They are also the public face, representative and main spokesperson for the *PDJ*, helping to ensure that it continues to be seen as a

leading journal for primary dental care and that it fulfils its own aims as well as those of the College.

*Please note the descriptions below relate to the role as currently performed. However, the College is open to discussion with the right candidate about alternative ways of carrying it out.*

## **ROLES AND RESPONSIBILITIES**

### *Editorial:*

- Determine themes and topics for upcoming issues
- Identify and appoint Guest Editors
- Suggest/approve sub-topics and authors for commissioned papers
- Accept/reject submissions
- Select peer reviewers
- Act as final arbiter and decision-maker in the case of editorial disagreements
- Give final approval of each issue
- Determine the running order, and papers to feature on the covers
- Write a short foreword/editorial for each issue
- Be available to offer advice and expertise to the Managing Editor
- Acting as Guest Editor for general issues, also to
  - select, invite and confirm individual authors
  - respond to authors' queries
  - edit papers following peer review

### *Additional:*

- Act as the figurehead and representative of the *PDJ*
- Uphold and build upon the reputation of the *PDJ*
- Lead thought on the editorial strategy and direction of the *PDJ*
- Safeguard the good name and values of the College
- To support recruitment to any *PDJ*-related staff or voluntary post which may from time to time be required
- To support any review of the publishing contract which may from time to time be required

## **Time commitment**

As required.

Weekly virtual meetings with the Managing Editor (a publishing professional on the College staff) will be necessary within normal business hours. The Editor is also expected to attend meetings of the College Council (which currently take place three times per year on Fridays in February, June and October) and encouraged to attend Fellows' Receptions (which currently take place on Thursday evenings in January and June). Occasional meetings will also be required during normal business hours with the

College's Director of Policy and/or Chief Executive or otherwise to support *PDJ*-related business. The role can otherwise be performed at times to suit the holder.

## **Location**

The role can be performed from anywhere in the UK (and occasionally elsewhere). Meetings with the Managing Editor will be primarily online. College Council meetings take place in London or elsewhere in the UK. In-person attendance is preferred but online attendance is acceptable. Fellows Receptions take place in London or elsewhere in the UK.

## **Term**

There is no fixed term for the role.

## **Remuneration**

The role is voluntary, however an honorarium will be paid quarterly to reflect the time and effort required to perform it. (This will not be paid during the initial handover period when the appointee will be *Editor designate*). Necessary travel expenses will be reimbursed.

## **PERSON SPECIFICATION**

The ideal candidate will:

- Be a clinically active dental professional in good standing and practising in the UK
- Have experience in both primary and secondary care roles
- Have academic training and experience
- Have publishing experience
- Be qualified to consultant level, ideally in restorative dentistry
- Have a wide professional network encompassing individuals capable of acting as Guest Editors from a range of disciplines within dentistry
- Be conscientious and detail-oriented
- Be able to analyse and correct written English to ensure clarity and accuracy
- Be willing to devote the necessary time and effort
- Be committed to the mission of the College
- Understand the dynamics and imperatives of a professional membership body

Applicants must be eligible for [Fellowship](#) of the College. If they are not already a Fellow, they will be expected to join or upgrade at the time of appointment and to maintain their Fellowship throughout their tenure.

*August 2024*