Position Title: Editor-in-Chief for *CJNPWH* (or Co-Editors-in -Chief)

Employment Status: Contracted Position

Overview: The National Association of Nurse Practitioners in Women's Health (NPWH) is seeking an Editor-in-Chief or Co-Editors-in-Chief, with a strong strategic vision for the Clinical Journal for Nurse Practitioners in Women's Health (*CJNPWH*). *CJNPWH* is the official journal of NPWH. The journal currently publishes four clinical issues and one research issue each year.

The mission of *CJNPWH* is to provide women's health nurse practitioners (WHNPs) and other advanced practice registered nurses (APRNs) who provide gender-related healthcare with relevant clinical, policy, and professional development content as a critical resource to stay informed about the latest advancements in the field.

In curating articles, NPWH prioritizes the diversity of our readers, including the populations served, clinical settings, specialties, geographic locations, and levels of experience. NPWH is especially committed to publishing content that addresses health disparities and contributes to achieving health equity.

Editorial leadership is central to shaping the journal's direction, elevating content quality, and guiding its continued evolution within the field. The Editor(s)-in-Chief (EIC) will be well-networked and recognized leaders in women's and gender-related health and the practice of WHNPs. The EIC will provide the vision, energy, and scholarly leadership necessary to uphold *CJNPWH's* position as an authoritative source of knowledge in women's and gender-related health provided by WHNPs and other APRNs.

NPWH's recently released 2026-2030 Strategic Plan provides direction designed to strengthen the visibility, influence, and impact of WHNPs. NPWH invites EIC candidates to join us in shaping this future.

Role Description: The EIC provides the strategic, scientific, and editorial leadership for *CJNPWH.* The EIC is responsible for ensuring the accuracy and scholarly integrity of all published content, as well as for developing and implementing policies and operational practices that uphold professional and ethical publication standards. Collaborating with the Editorial Advisory Board (EAB), publisher, and other stakeholders, the EIC will champion *CJNPWH's* commitment to remain an indispensable resource for WHNPs and other APRNs providing women's and gender-related healthcare.

Whether applying as a co-editor team or as a single EIC, applicants are encouraged to share their perspectives on the journal's direction.

As part of the application process, candidates will articulate their editorial vision and describe how they would guide *CJNPWH* into its next era of growth and impact. Reporting to the Vice President of Clinical Services (VPCS), the EIC must ensure the journal continues to serve an important part of the educational offerings of NPWH.

Scope of Work and Deliverables: The EIC provides the scholarly, ethical, operational, and strategic leadership required to guide *CJNPWH*.

Scholarly and Ethical Leadership

- Establish, implement, and periodically review the journal's editorial policies in collaboration with the associate editors and EAB to ensure alignment with the journal's mission and strategic priorities.
- Maintain ethical standards for all aspects of the journal, including content, authors, peer reviewers, EAB, advertising, and publication.
- Uphold editorial independence in the selection of manuscripts based on their quality and suitability for readers.
- Identify emerging clinical, policy, and research priorities, and actively solicit high-quality original manuscripts that address these evolving topics in women's and gender-related health.
- Select, orient, and maintain regular communication and oversight of associate editors and EAB members.
- Recruit and retain a robust and diverse peer review pool.
- Select, train, and maintain regular communication and oversight of peer reviewers.
- Cultivate strong relationships with authors, reviewers, and EAB members to promote an inclusive, supportive editorial environment.
- Maintain knowledge of current editorial standards and implement best practices.

Operational Leadership

- Adhere to timeliness and publication schedules in all operational responsibilities.
- Respond to query letters concerning manuscript submissions.
- Evaluate all submitted manuscripts or assign to associate editors to determine the status of readiness for peer review, needing revisions prior to peer review, or rejection without peer review.
- Assign peer reviewers based on manuscript topic and/or format knowledge.
- Evaluate peer reviewer comments for quality and accuracy and determine eligibility for reviewer CE credit.

- Assist or assign associate editors to assist authors with revisions prior to peer review and after peer review if accepted with a need for minor/major revisions.
- Make all final acceptance and rejection decisions for submitted manuscripts and communicate decisions to authors.
- Assign final manuscripts to each issue and build balanced issue lineups.
- Identify two articles per issue suitable for use as Continuing Education (CE) content and coordinate with the NPWH Director of Education and publishing staff.
- Review final page proofs for each issue before publication.
- Select article authors to present at a virtual journal club for a total of eight meetings each year and coordinate with NPWH staff.
- Prepare and present an Editor Report to the EAB at biannual virtual meetings and at the NPWH board meetings annually.
- Monitor metrics related to readership, downloads, citations, Altimetric attention, and digital engagement to inform continuous improvement.

Strategic Leadership

- Monitor the Journal Impact Factor application process in collaboration with the publisher to ensure all requirements are completed and the application progresses successfully.
- Develop and implement a strategic plan for journal reach, relevance, and impact, leveraging performance analytics and collaborating with the VPCS, EAB and Publisher.
- Monitoring trends in scholarly publishing and recommending new strategies, technologies, and publication models that enhance the journal's reach, relevance, and impact.
- Represent the journal nationally to elevate visibility, reputation, and professional influence.
- Maintain active memberships in relevant organizations and societies for a strong professional network.
- Seek input from stakeholders through surveys, focus groups, and other communication, especially with NPWH members.

REQUIREMENTS

1. Board-certified Women's Health Nurse Practitioner.
2. Doctorate in nursing or related field.
3. Demonstrated expertise in scholarly publishing, including authorship, editorial work, and manuscript review in leading peer-reviewed nursing or healthcare journals.
4. Advanced knowledge of women's and gender-related healthcare as provided by advanced practice registered nurses, supported by current clinical and academic experience, with a clear understanding of publication needs.

5. Proven editorial, peer review, and project-management skills, with the ability to oversee complex workflows, delegate efficiently, and manage conflict when needed.
6. Experience with or willingness to learn online manuscript systems (e.g., ScholarOne) and ability to guide authors and reviewers through the submission and review process.
7. Established professional relationships and leadership presence within national advanced practice nursing or healthcare communities.
8. Prior experience as a Journal editor is preferred.

Application Instructions:
Interested candidates should submit **one combined PDF** containing the following:

1. **Cover letter**
2. **Current curriculum vitae (CV)**
3. **Names and contact information for three professional references**
4. **A vision statement (750 words or fewer)** outlining the candidate's vision for the *Clinical Journal for Nurse Practitioners in Women's Health (CJNPWH)* over the next five years, including priorities for the journal and emerging topics in women's and gender-related healthcare.
5. Fees proposed

Candidates interested in serving as **Co-Editors-in-Chief** should submit a single combined PDF that includes:

1. A cover letter from both candidates
2. A current CV for each candidate
3. Three professional references for each candidate
4. A joint vision statement (750 words or fewer)
5. Fees proposed

Please email the completed PDF to **info@npwh.org** with the subject line:
Journal Editor Proposal

Application Deadline: Monday, August 24, 2026, at 5:00 PM Eastern Time
Only complete applications received by the deadline will be considered.