

Journal Roles/Positions

Reviewer – The primary function of a reviewer is to critique and evaluate a submission not only for its style but also as to the relative contribution it makes to the scientific literature. The reviewer also must place the manuscript in the larger context unique to the typical journal consumer. For example, a clinically-focused journal with an audience of community MD's might not be the best place to publish a basic science paper even if the methodology is pristine. Typically, this decision would occur earlier in the process but the reviewer has to act as an “everyman” surrogate. Once the article is determined to meet the above criteria, the reviewer can then point out areas of weakness in substance, methodology, and/or references. The emphasis is on helping authors revise and resubmit with the goal of creating quality, publishable work.

Section Editor – The responsibility of a section editor is to track a limited number of articles, typically dealing with a relatively focused subject. The Section Editor would occasionally serve as a reviewer as well as providing early feedback to authors submitting work that is inappropriate for publication due to content or format. After the article is peer-reviewed, the Section Editor would be expected to distill the reviewer comments into a useful guide for the author. The Section Editor would also provide feedback to the reviewers and ensure that no reviewer is being overused.

Managing Associate Editor – The managing associate editor is responsible as the editorial manager for print publishing, web publishing, and finance. Further responsibilities for the managing associate editor include overseeing copy editing, advertising, the associate editorial manager, and the design editor. The managing associate editor also has a hand in overseeing a significant number of the submissions to the journal

Senior Associate Editor – The senior associate editor would be expected to track the majority of the submissions to the journal (at least with regard to content/theme) and would work with the Editor-in-Chief (EIC) to maintain balance between the different “Sections” of the journal. If the EIC is seen as the architect of the tone of the journal, the Senior Associate Editor would be the construction firm building from that blueprint. While also serving as a reviewer, they would be expected to serve as a first line resource in disagreements between

Section Editors and Authors. They would also be expected to solicit and create editorial and scholarly work for inclusion in the pages of the journal.

Editor-in-Chief – The Editor-in-Chief (EIC) oversees the editorial and publishing processes and has final decision power regarding operations and policies. The EIC has a broad vision for the future in terms of the direction in which the EIC would like to take the journal.

Associate Editorial Manager – The associate editorial manager is responsible for managing submissions, updating and renewing the website, copyediting, layout editing and serves as a communication tool between authors, the editor-in-chief, the associate editors, the section editors, and journal staff. The associate editorial manager is also responsible for print publishing, web publishing, the mailing list, mail-outs and preparing for editorial meetings.

Copyeditor – The copyeditor edits a submission for grammar/flow, makes sure the formatting/style follows the guidelines set forth by the journal, and prepares a clean copy of the manuscript for the layout editor.

Design editor – The design editor designs the layout of the journal, communicates with authors for necessary modifications of their manuscripts to layout, and ensures that the digital version of the journal is suitable for electronic and print publication.

Proofreader – The proofreader reads over the journal and checks for typographical or formatting errors.