

EDITORIAL BOARD ROLE:

Associate Editor

Three-year term.

BASIC FUNCTION:

The Associate Editors are responsible for editorial management of portions and/or specific sections of the journal, assisting the editor in making editorial policies and maintaining high standards of publication, and collaborating with the Editor-in-chief.

PRINCIPAL RESPONSIBILITIES:

1. Recruit, orient, and assign reviewers for all manuscripts/content, including regular assigned columns, and determine the final publication status of materials upon their return.
2. Participate in the peer-review and editorial process.
3. Suggest/write blogs, commentaries, audio and video supplements and other ancillary materials to accompany all articles being reviewed.
4. Adhere to production/publications schedules, using new web resources for content management as they are introduced.
5. Attend and make annual reports at the annual meeting of the editorial board, held in conjunction with the AAP National Conference and Exhibition.
6. Maintain accurate, confidential, and timely records of all manuscripts received.
7. Solicit advice, ideas and opinions from colleagues regarding journal policy, direction, material and design.

EXPERIENCE:

Four to seven years scientific/technical editorial management; Fellow of the American Academy of Pediatrics; board certified medical doctor; title of associate professor or professor at an institution.