

## **Associate Editor** *Progress in Transplantation*

Reports To: The Associate Editor will report to the Editor-in-Chief of the Journal

Job Overview: The Associate Editor will take manuscript assignments each month and assign reviewers, review the manuscript and develop a recommendation for the Editor-in-Chief of the publishability of the submitted manuscript. The Associate Editor will need to become familiar with the current pool of reviewers and may recruit reviewers as needed, based on his/her knowledge in the area. The Associate Editor will need to have a working knowledge of the Journal's author guidelines, AMA style and format, and the SAGE track submission site. Advanced skills in Excel and Word are important. The Associate Editor will meet monthly with the Editor-in-Chief.

Term: The Associate Editor is a volunteer role that will position an interested person for the field of science publishing. There will be 2 positions offered, one for 3 years, and one for 5 years. Both are eligible for renewal based on interest and performance.

### Responsibilities and Duties

1. Focus on increasing the quality of accepted articles and strengthening the quality of peer reviews by:
  - a. Working closely with the Editor-in-Chief to coordinate the flow of incoming manuscript submissions and determine eligibility of publication
  - b. Become familiar with SAGE track, author guidelines, manuscript flow, and current reviewer pool
  - c. Taking assignment of 4 manuscripts per month to manage and coordinate the peer review process
  - d. Appoints and directs the activities of the peer reviewers and reads and critiques manuscripts for science content, format, style (grammar included)
  - e. Review the comments of the reviewers
  - f. Send assessment of manuscripts to Editor-in-Chief
  - g. Adheres to production schedules and deadlines established by the Publisher
2. Facilitate content acquisition by:
  - a. Acting as a representative of the journal to promote readership and submissions
  - b. Nurturing reviewers through the review process
  - c. Nurturing authors through the publication process
  - d. Recruiting authors and peer reviewers

### Qualifications

1. Member of NATCO
2. Preferred PhD with experience in solid organ transplantation. Will consider DNP with strong research and publication background. Will consider MD with abilities noted below.
3. Excels in English composition.
4. Current or past experience in leading research
5. Current or past experience in writing and publishing research.
6. Advanced experience with Excel (formulas, sorting, advanced functions), Word, particularly track change functions, and Dropbox.
7. Prefer expertise in organ failure (kidney, liver, pancreas, heart, or lung) or any co-morbidities that accompany organ failure, transplantation, or immunosuppression.
8. Working knowledge of research design and statistics.
9. Willingness to learn the publication side of disseminating research outcomes.
10. Willingness to learn copy-editing skills.