

PEDIATRICS®

Pediatrics Associate Editor for Case Reports

The associate editor is responsible for editorial management of the Case Reports section of *Pediatrics* and assists the editor-in-chief and other editorial board members in making editorial policies and maintaining the high standards of the journal.

Qualifications:

- Board-certified pediatrician
- Fellow in good standing of the American Academy of Pediatrics
- A minimum of 10 years of experience in medicine
- Associate professor or professor
- Some editorial experience preferred
- No conflict of interest with another medical publication. The associate editor may not serve as an editor at any level of any other medical publication but may serve as a reviewer for other publications.

Responsibilities include:

- Manage the peer-review and editorial process for Case Reports.
- Maintain confidentiality of all manuscripts in the prepublication phase.
- Oversee the Case Reports section of the journal in a timely manner with duties that include the following:
 - Screen and triage manuscripts submitted as Case Reports.
 - Select and assign reviewers for Case Reports manuscripts.
 - After peer-review, select manuscripts for publication based on reviews and previously developed criteria for the section.
 - Edit as needed and provide final approval for revised manuscripts before sending to production.
- Adhere to production/publication schedules.
- Attend *Pediatrics* Editorial Board meetings—one held in person during the AAP National Conference and Exhibition in the fall, and one held virtually in the spring. A status report for the section must be submitted to the editor in chief before both of these meetings.
- Participate in monthly Executive Editorial Board conference calls and in strategic planning meetings as needed for the journal.
- Participate in at least 4 weekend manuscript selection triage decision calls during a calendar year.
- Solicit advice, ideas, and opinions from colleagues regarding journal policy and direction.
- Be an ambassador for the journal in the promotion and dissemination of its content as needed.

American Academy of Pediatrics

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