

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



PEDIATRICS | OPEN SCIENCE

Deputy Editor—Pediatrics Open Science

The Deputy Editor assists the Editor in Chief on the overall editorial content, determination of editorial policies, and maintaining high standards of publication.

Responsibilities

- Review articles, commentaries, and letters submitted for publication.
- Recruit, orient, and assign associate editors and reviewers for submissions, and determine the final publication status of materials upon their return.
- Edit submissions selected for publication and determine editorial makeup for each issue.
- Work with the AAP managing editor regarding administrative and fiscal issues related to the journal; adhere to the business rules as outlined by the managing editor.
- Contribute to shaping the scope and mission of the journal.
- Mentor and recruit Editorial Board members and contributors for the journal.
- Maintain confidentiality of all manuscripts and correspondence received.
- Ensure that authors and reviewers receive appropriate correspondence regarding receipt, acceptance/rejection status, conflict of interest, copyright ownership, readiness for publication, and required review timeframes.

- Solicit advice, ideas, and opinions from colleagues regarding journal policy, direction, material, and design.
- Solicit and make recommendations to the AAP Executive Committee on nominations for Editorial Board member vacancies; orient new members.
- Work collaboratively with other AAP journal editors.
- Keep informed of and investigate industry open access policies and developments.
- Attend virtual Executive Editorial Board meetings approximately every other week.
- Undergo a conflict of interest review and maintain an up-to-date conflict of interest form on file.

Experience

- Scientific/technical editorial management, research, or other related experience
 - Experience on an executive editorial board is highly desirable.
- Fellow of the American Academy of Pediatrics
- Board-certified medical doctor
- Understanding of open access preferred

Abilities

Ability to organize and manage a multi-faceted scientific journal publishing program. Detail and deadline oriented. Ability to work effectively with people at all levels and develop a consensus among diverse opinions.