

Pediatrics in Review®

***Pediatrics in Review* Associate Editor, In Brief**

The Associate Editor, In Brief is responsible for the solicitation and editorial management of In Brief content in the journal, for approximately 12 articles per year; for each In Brief, the Associate Editor will write a very brief comment; Associate Editors also assist the Editor in Chief in making editorial policies and maintaining high standards of publication.

Responsibilities:

1. Manage the solicitation, peer review, and editorial process for In Brief articles in a timely manner.
 - a. Solicit In Brief article authors.
 - b. Communicate authors, contact information, and deadlines with PIR staff for invitation through our submission system.
 - c. Select and assign reviewers for In Brief through the submission system, when required.
 - d. Work with authors to edit and revise.
 - e. Write a brief comment to accompany the article.
 - f. Provide final approval for revised manuscripts and send to Editor in Chief for approval for publication.
2. Maintain confidentiality of all manuscripts in the prepublication phase.
3. Adhere to production/publication schedules.
4. Attend the *Pediatrics in Review* Editorial Board meeting that is held during the AAP National Conference and Exhibition; prepare status reports on the Section and its contents for the Editor in Chief.
5. Participate in monthly Executive Editorial Board conference calls and in strategic planning for the print and online editions.
6. Solicit advice, ideas, and opinions from colleagues regarding journal policy and direction.

Qualifications:

- Board certified medical doctor
- Fellow in good standing of the American Academy of Pediatrics
- A minimum of 10 years of experience in medicine and medical ethics
- Some editorial experience preferred
- No conflict of interest with another medical publication. Members of the Executive Editorial Board may not serve as an editor at any level or serve on the editorial board of any other peer-reviewed medical publication but may serve as reviewers.

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®

