



The British Medical Ultrasound Society

Job Description

Role: *Ultrasound* Editorial Board Member(s)

Ultrasound is the BMUS journal, which publishes research, best practice, reviews, educational articles, professional guidelines and case reports covering all aspects of medical ultrasound.

Editorial Board members provide advice on the strategic direction of the journal and actively support the commissioning of articles and peer review process covering their area of expertise.

Responsibilities

- To encourage submission of articles within the scope of the journal and in keeping with the charitable objectives of the Society.
- To support the Editor-in-Chief and Deputy Editors by offering specialist advice and helping to identify appropriate reviewers.
- As and when delegated, to review manuscripts submitted to the journal as required by the Deputy Editor(s) and EiC and do so within the usually accepted deadline of 2 weeks and a maximum allowable limit of 4 weeks in exceptional circumstances.
- To work together with EiC and deputy Editors and help them in ensuring that there is enough material ready in time for the production team to produce the future issues of the journal.
- To commission 1-2 articles per year. Typically, this is achieved by approaching colleagues or encouraging conference presenters to write up their talks/posters for submission to the journal. If in doubt as to whether an article would be of interest to the journal please ask the Editor-in-Chief.
- Editorial Board members are strongly encouraged to contribute reviews, original research, guest editorials, and feature articles covering their area of expertise.
- To propose and contribute to special issues on ultrasound related topics that are of current interest and value to BMUS members.
- Review manuscripts to ensure that they are of suitable quality and scientific rigour.
- Offer advice to authors on ways to improve the quality of their manuscript.
- Support the development of Continuing Medical Education online e-learning resources covering your area of expertise.
- To perform any other duties relating to the journal as the Editor-in-Chief sees fit.

Communications

- Editorial Board members should respond to email and editorial manager requests from the editorial team in a timely fashion.
- Editorial Board members attending the BMUS Annual Scientific Meeting are expected to attend an annual *Ultrasound* Editorial Board meeting (normally held over breakfast on the 2nd day of the ASM.)

Term of office

Editorial Board members are appointed by the Editor-in-Chief and membership is reviewed annually.