



## The British Medical Ultrasound Society

### Job Description

#### Role: Deputy Editor, *Ultrasound*

*Ultrasound* is the BMUS journal, which publishes research, best practice, reviews, educational pieces, professional guidelines and case reports covering all aspects of medical ultrasound. It is a fast-growing journal that is developing recognition nationally and internationally as a platform for hosting high quality informative material.

Deputy Editors work closely with Editor in Chief (EiC) and publisher's production team to support the commissioning of articles and manage the peer review process. Deputy Editors support the Editor in Chief by ensuring that all submissions meet ethical standards and are subject to rigorous and impartial peer review prior to publication. They will be managing the review of manuscripts as delegated by the EiC.

The work is mostly online so can be managed remotely. Training will be given on how to use the publisher's website 'Manuscript Central'.

#### Responsibilities

- Critically assess manuscripts to ensure that they are within the scope of the journal, meet basic quality standards and have written consent and/or ethical permission where required.
- Manage the process of review and revision by ensuring that manuscripts are subjected to impartial and blind review within the stipulated time frame. Assess the suitability of each version of the manuscript for publication and provide feedback to authors.
- Occasionally, the deputy editor might be asked to manage the review of manuscripts dealing with subject matters outside the remit of their work or clinical practice but full support from the EiC will be given.
- To ensure that selection of reviewers is undertaken **within 2 weeks of delegation by the EiC** and encourage reviewers to return their comments within a further 2 weeks or in exceptional circumstances within a maximum time period of 4 weeks of invitation to reviewers.
- To ensure that any delay or interruption of the review process is communicated effectively and in a timely manner to the EiC.
- Carry out final editorial checks and corrections on accepted manuscripts and ensure that all associated materials such as abstracts, images and charts are consistent and in a form suitable for publication before submission to the publisher's production team.
- Assist in the selection of accepted articles for inclusion on the BMUS website as online e-learning resources. Request test questions and answers from authors and

edit for accuracy before forwarding to the EiC for final checks. The website administrator is responsible for adding the articles & questions to the CPD module.

- To work closely with the EiC to develop the content and quality of *Ultrasound* to enhance the impact of the journal and value to BMUS members.
- To encourage submission of articles within the scope of the journal and in keeping with the charitable objectives of the Society.

### **Communications**

- Attends the annual meeting of the *Ultrasound* Editorial Board (normally held at the BMUS Annual Scientific Meeting in December).
- Attends the BMUS Publications Group meetings, and other meetings as required, either face to face or virtually.
- Supports and interacts with the BMUS Journal Club.
- Liaises closely with the EiC and publishers on issues relating to the journal.

### **Term of office**

Deputy Editors are appointed by the Editor in Chief following a call for expressions of interest circulated to all BMUS members. The position is honorary and Deputy Editors are appointed for a period of 2 years, usually (but not always) commencing on the 1<sup>st</sup> of January, and the appointment is reviewed on an annual basis.