

Associate Editor job position (1-year trial period; subsequent continuing term subject to mutual agreement; ~2-7 hours per week time commitment)

The Associate Editor will be trained and mentored by a current Associate Editor, as well as by the Editor-in-Chief (EIC) and Managing Editor for approximately one -several months. The current plan is that the position would begin in January 2026, with mentoring through the WCPAG/ACRM meeting, after which time the new Associate Editor will take over the position. Questions regarding logistics can always be directed to the Managing Editor or Editorial Office, and the EIC is also available.

The primary services to be rendered by you in the Associate Editor position are as follows:

(1) Direct the peer-review process of assigned manuscripts, taking into consideration the mission, aims, and scope of the Journal of Pediatric and Adolescent Gynecology JPAG (the Editorial Office handles the specific logistics of each step):

- Work within The Journal's manuscript online tracking system, Editorial Manager
- Respond to e-mail notifications and assignments as soon as possible (ideally 5 days maximum or as specified for high priority items). We strongly recommend finding time to do journal work regularly to avoid a backup of manuscripts, as well as decrease turnaround times.
- Editorially Reject, without peer review, any manuscripts that meet Editorial Reject criteria which will allow us to reserve valuable reviewer resources and reduce the turnaround time for the manuscript.
- Suggest 5-7 potential reviewers for manuscripts deemed suitable for review.
- Assess manuscripts in light of EQUATOR Network Guidelines
- Collate reviewers' responses, reconciling discrepant reviews, and make editorial decisions based on the reviewers' comments, potential issues of publication ethics, proper reporting guidelines, clinical trials registration, priority for publication, quality of the manuscript, methodology, novelty and importance of the observation, and appropriateness for our readership. Provide a few sentences of justification with your own decision and comments to the Editor-in-Chief regarding these issues. May add comments as additional reviewer if necessary.
- Edit manuscripts for final acceptance.
- Adhere to the policies, procedures, and turnaround time, as outlined by the Journal of Pediatric and Adolescent Gynecology

(2\_ Serve as a JPAG Advocate, and participate in JPAG workshops at ACRM

(3) Respond to requests for discussion online within the Editorial Manager Discussion page. Requests for discussion may come from your fellow Associate Editors or from the Editor in Chief. Typically the discussions will focus on whether or not a manuscript merits publication, as well as on ethical or other quandries that a manuscript raises. .

(4) Attend the monthly Editors' Executive Committee Meeting teleconferences wherein issues for the journal will be discussed (usually the second Monday/month 10-11 AM PST)

- (5) Provide input to the EIC regarding selection of manuscripts that merit social media attention, or appropriateness for Podcast or Journal Club selection.
- (6) Provide input regarding supplement topics/sources of supplement support, as well as input on guest editorials
- (7) Write Guest Editorials, Commentaries, and special articles within your area of interest, as requested.
- (8) Suggest authors/topics for the following sections: Editorials, Commentaries.
- (9) Serve as an expert in your stated areas of expertise.
- (10) Serve as an advisor to the Editor, indicating new initiatives (e.g., social media), providing a voice for residents and fellows, improving our editorial policies and procedures, and providing feedback for issues of discussion.
- (11) Attend annual Editorial Board Meetings
- (12) Offer advice for improvement in our editorial policies, review process, turnaround time, etc.
- (13) Sign up for Table of Contents and Articles Online First e-alerts to stay abreast of the latest articles published by JPAG, and other relevant journals, encouraging colleagues to do the same.
- (14) E-mail colleagues with articles and reviews, posting to social media or reposting JPAG tweets, etc
- (15) Other duties as assigned (e.g., reviewing or editing materials for a Supplement), NASPAG documents.

Resources:

1. Website (sign up for e-mail alerts)- <https://www.jpagonline.org>  
JPAG Guide for Authors- <https://www.jpagonline.org/content/authorinfo>
2. Elsevier Editor Guide to Editorial Manager-- <https://www.elsevier.support/publishing/answer/editor-guide-to-editorial-manager>
3. Editor training in Editorial Manager-- [https://service.elsevier.com/app/answers/detail/a\\_id/7847/supporthub/publishing/role/editor/kw/Editor+tutorial/](https://service.elsevier.com/app/answers/detail/a_id/7847/supporthub/publishing/role/editor/kw/Editor+tutorial/)
4. Syllabus for Prospective and Newly Appointed Medical Editors (from the World Association of Medical Editors)-- <http://wame.org/syllabus-for-prospective-and-newly-appointed-editors>
5. Recommendations for Promoting Integrity in Scientific Journal Publications (from Council of Science Editors—CSE)-- <https://www.councilscienceeditors.org/cse-recommendations>

6. Guidelines for Reviewers (from The Journal of Pediatrics) <https://publications.aap.org/pediatrics/pages/reviewer-instructions?autologincheck=redirected>

#### Elsevier

1. Editor Resources-Editor Hub: Guidance for New Editors-- <https://www.elsevier.com/editor>
2. Publishing Ethics Resource Kit - <https://www.elsevier.com/editor/perk>
3. COPE (Committee on Publication Ethics)- Guidance and Tools <https://publicationethics.org/guidance-and-tools>

- 1) Good professional practice for editors: A Short Guide to Ethical Editing for New Editors <https://publicationethics.org/guidance/guideline/short-guide-ethical-editing-new-editors>
- 2) Code of Conduct and Best Practice Guidelines for Journal Editors <https://publicationethics.org/membership/code-of-conduct>
- 3) COPE Ethical Guidelines for Peer Reviewers <https://publicationethics.org/files/Peer%20review%20guidelines.pdf>

Internal policies and procedures to be discussed with Editor-in-Chief (EIC)

Given the nature of this commitment, you must not serve on the Editorial Board of any competing journal during the term of this appointment. You will be required to disclose all potential conflicts of interest, which will be made publicly available online.

The Journal of Pediatric and Adolescent Gynecology/NASPAG Board reserves the right to terminate this agreement upon 60 days written notice for any reason (e.g., physical or mental incapacity, a material change in your professional status [a change in job title, location, or responsibilities]), conflict of interest, or unsatisfactory performance. The Associate Editor's performance and position will be reviewed with the EIC at one year and periodically thereafter.

November 2025