



Translation Journal
Job Title
Associate Editors

Current People: Justin Creeden, David Kennedy, Steven Haller, Puneet Sindhvani

Associate editors coordinate faculty peer reviewers (David Kennedy, Steven Haller, Puneet Sindhvani) and learner peer reviewers (Justin Creeden) for all submission categories (e.g., Review Articles, Research Articles, Case Reports).

Duties could include but are not limited to:

- Assigning and coordinating peer reviews for submissions.
- Determining if additional reviews are needed.
- Identifying additional training opportunities for all peer reviewers.



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Statistical Editor(s)

Current People: Sadik Khuder, Qin Shao

These positions carefully review and provide feedback on all statistical and analysis sections of Research Articles and Case Reports. These individuals could also be asked to read and review parts of Review Article submissions.

Duties Include but are not limited to:

- Recruiting peer reviewers to assist on an as needed basis.
- Providing training/guidance to Editorial Team members as requested.
- Reviews statistical portions of submissions to ensure they are conducted properly and written up correctly.



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Journal Technical Support Lead
Current Person: Arjun Sabharwal

This position is responsible for monitoring and making the appropriate updates to the Open Journal System (OJS) platform. Additionally, this person provides technical support to all Editorial Team members.

Duties could include but are not limited to:

- Assists in troubleshooting OJS issues beyond scope of the journal manager and journal editor.
- Maintains and updates the OJS and its components for optimal functionality.
- Provides consulting and training for all users.



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Job Title: Production Editor

This position is responsible for creating accepted submission galleys, creating an issue, and publishing an issue.

This position might also do the following

- Work with Editorial Team members to apply for PubMed Central and PubMed indexing.
- Ensure the latest issues are indexed and appear in the appropriate locations (DOAJ, etc.).
- Coordinates and provides supervision of interns.



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Job Title: Managing Editor
Current Person: Margaret Hoogland

This position reviews each submission to ensure they meet the general submission requirements. If the general submission requirements are not met, the individual contacts the author and changes are requested. When the submission is ready for consideration, they notify the Editor-in-Chief. When clarification or a second opinion is required, they contact the Editor-in-Chief before requesting changes from the Author. This position also maintains a list of all submissions at each stage of the process (e.g., Review, Copy Editing, Production).

Duties include but are not limited to:

- Oversees the workflow of the journal from submission, to review, to acceptance, and finally to publication.
- Supervises learners working with the journal on the review and production sides of the process.
- Assists with recruitment and retention of Editorial Team members.



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Job Title: Marketing Team

Ideal Number of People (2-4)

This team reports to the Editor-in-Chief and coordinates creating educational materials and promotion of the journal. This could include making calls on a semi-regular basis for submissions, coordinating publicity for new issues and/or individual articles, and so forth.

Social Media

- Manage all the Social Media aspects related to the journal.

Marketing Tasks:

- Create Dean's Update Messages
- Create messages for distribution to colleagues and posting to dedicated listservs.

Website Tasks:

- Maintains and updates the journal website (About the Journal, Submissions, Editorial Team, Privacy Statement, Contact, etc.)



Job Title: Editorial Consultant
Current Person: Gerald Natal

This position works with the Editorial Board to review and to prepare the journal to meet the requirements for indexing in PubMed and other locations.

Duties include but are not limited to:

- Having an advisory role in the functioning of the journal
- Investigating and creating a list of requirements for a journal to apply for indexing in PubMed (Medline) and other locations.
- Reviewing all aspects of the journal website and making recommendations to ensure the journal is compliant with indexing application requirements.