

**Wisconsin Medical Journal (WMJ)
Position Description**

Title: Deputy Editor, *WMJ*
Reports to: WMJ Editor in Chief
Date: September 2022

SUMMARY

The Deputy Editor supports the Editor-in-Chief in guiding the *WMJ* to consistent high quality and fulfillment of its mission: to provide an opportunity to publish original research, case reports, review articles and essays about current medical and public health issues.

This volunteer position averages approximately 2-4 hours per week and requires a 3-year commitment with opportunity for renewal.

ESSENTIAL FUNCTIONS

The Deputy Editor is responsible for:

- Managing peer review process for assigned manuscripts; includes inviting reviewers, providing feedback to authors, and making initial and final publication decisions.
- Working with the Editor-in-Chief, Editorial Board and staff to shape the strategy and direction of the journal, including initiatives to expand circulation, reader impact and profitability.
- Promoting WMJ through professional networks.

KEY RESPONSIBILITIES INCLUDE

- Working with Editorial Board to set and enforce publication standards for editorial content.
- Representing the publication externally.
- Meeting regularly with Editor-in-Chief and other deputy editor(s) and staff for coordination and status updates, review.
- Making both preliminary and final decisions on acceptance or rejection of manuscripts.
- Reviewing manuscripts.
- Providing feedback to authors, including publication decisions.
- Writing 1-2 “In This Issue” columns per year, as assigned.
- Taking the lead for development and production of special issues.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

- MD, DO, or clinically oriented PhD.
- Faculty member at the Medical College of Wisconsin or the University of Wisconsin-Madison.
- Record of successful previous publication in peer-reviewed journal.
- Possesses a broad medical vantage point.
- Extensive knowledge of research methods.
- Excellent writing and editing skills.

- Prior editorial board experience.
- Strong interpersonal skills and ability to work effectively with variety of individuals, including staff, editorial board colleagues and authors.
- Familiarity with MS Office and Google Drive.
- Previous experience as an editor or associate editor is preferred.

WORKING CONDITIONS

This position averages approximately 2-4 hours per week and requires frequent use of personal computer and other electronic equipment.