

Wisconsin Medical Journal (WMJ) Position Description

Title: Editorial Fellow, *WMJ*
Reports to: WMJ Editor in Chief
Date: June 2023

SUMMARY

The Editorial Fellow 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 is designed for an individual with relevant background who seeks to build skills and gain experience in medical editing, peer review, and medical journal production. It averages approximately 4-8 hours per month and requires a 1-year commitment with opportunity for renewal.

ESSENTIAL FUNCTIONS

The Editorial Fellow:

- Works 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.
- Manages the peer review process for assigned manuscripts, including inviting reviewers, providing feedback to authors, and participating in publication decisions.
- Promotes *WMJ* through professional networks.

KEY RESPONSIBILITIES INCLUDE

- Reviewing manuscripts.
- Representing the publication externally.
- Meeting monthly with Editor-in-Chief, Deputy Editor(s) and staff for coordination and status updates, review.
- Providing feedback from reviewers to authors.
- Advising Editor-in-Chief regarding preliminary and final decisions on acceptance or rejection of manuscripts.
- Participating in biannual Editorial Board meetings.
- Serving as a member of the Advisory Group for development and production of any special issues.
- Working on journal-related special projects based on personal interest and the needs of the journal, such as social media, creating special collections and bibliographies on a given subject, and reviewer recruitment.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

- MD, DO, or clinically oriented PhD.
- Faculty member or learner at the Medical College of Wisconsin or the University of Wisconsin-Madison.

- Previous publication experience as author and/or reviewer for peer-reviewed journal.
- Possesses a broad medical vantage point.
- Knowledge of research methods.
- Excellent writing and editing skills.
- 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.

WORKING CONDITIONS

This position averages approximately 4-8 hours per month and requires frequent use of personal computer and other electronic equipment.