

Assistant Editor for *Anaesthesia Reports*

The Association of Anaesthetists is looking to appoint a new Assistant Editor for *Anaesthesia Reports*

The Association of Anaesthetists launched a fully independent case report journal, *Anaesthesia Reports*, in January 2019. This journal has now been PubMed listed and continues to thrive. There are now more submissions than ever before, and thus the Editorial Board has deemed that there is scope for expanding the team with a new Assistant Editor. The role of the Assistant Editor is mostly email and web-based and involves reviewing submitted manuscripts and multimedia items and editing them in preparation for publication. The successful applicant should have a history of publication, be able to write coherent and elegant English, and have good time-management skills. Previous editorial experience is not necessary, but experience of acting as an assessor/referee for papers submitted to peer-review journals is desirable. The term of office is 3 years with up to two extensions.

As well as the opportunity to work with an excellent and cohesive editorial team, rewards include free registration at major Association of Anaesthetist meetings. Applicants should submit a report of up to 500 words with the title 'Can case reports change practice?' to the Editor, Dr Kariem El-Boghdady, at editor-kariem@anaesthetists.org, together with a short curriculum vitae (no more than two A4 pages) and a cover letter justifying their application. Shortlisted candidates might be asked to perform a small number of editorial tasks as part of the selection process.

We would particularly welcome applications from anaesthetists who are within the first ten years of their substantive appointments and looking to develop their reviewing and editing skills.

Applicants who wish to discuss this post are advised to contact the Editor by email: editor-kariem@anaesthetists.org.

The closing date for applications is 19th July 2020

JOB DESCRIPTION

Responsibilities

- Thorough, timely peer-review of manuscripts
- Professional liaison and communication with Authors
- Editing of manuscripts in accordance with Journal requirements
- Encouraging submissions of manuscripts suitable for publication
- Raise the profile and contribute to development of the Journal
- Report to the Editor, Editor-in-Chief and Editorial Board

Skills required

- Fluency in written and spoken English
- Computer literate, with the ability to use online platforms (e.g. Editorial Manager), advanced Microsoft Word, and PDF proofing abilities
- Strong communication skills, both verbally and written
- Experience of writing, proof-reading, scientific language editing
- Knowledge, experience and skills in clinical anaesthesia, peri-operative medicine, pain medicine and/or critical care medicine
- Good time-keeping and ability to meet deadlines
- Excellent interpersonal and social skills

Application process

- Email submission of the following:
 - o Two-page CV with cover letter justifying application
 - o Report as defined in the advertisement
- All submissions will be assessed
- Assessors will include: the Editor of *Anaesthesia Reports*, the Editor-in-Chief of *Anaesthesia*, and at least one further member of the Editorial Board
- Scores will be independently calculated, and those with the highest score(s) will be recommended for appointment to the Editorial Board
- In the event of multiple applicants being recommended for appointment, a short editorial task might be required
- No interviews will be undertaken
- Upon confirmation of appointment, applicants will be informed of outcomes in a timely manner



**Association
of Anaesthetists**