



## Journal *CHEST* Early Career Editorial Board Member

### Role Summary:

The Journal *CHEST*<sup>®</sup> Early Career Editorial Board Member position is a 12-month part-time, unpaid mentorship with the Journal *CHEST* Editorial Board. The Early Career Editorial Board Member, appointed by the editorial board, participates in and learns about the scholarly publishing landscape, including manuscript review, ethics, and strategy. Working under the supervision of a *CHEST* Associate Editor, the Early Career Editorial Board Member will review and provide feedback on manuscripts submitted to the journal, as well as make recommendations to the Associate Editor for final decisions on manuscripts. The Early Career Editorial Board Member will also participate in regular editorial board meetings and engage in educational opportunities.

### Goals of Board Member Activities:

- To become acquainted with key aspects of medical publishing
- To develop manuscript reviewing skills
- To develop an understanding of the publication decision process
- To become familiar with manuscript presentation guidelines
- To be introduced to resources that guide ethical decisions in publishing
- To become familiar with journal strategies to engage readers and contributors, to recruit authors, and to expand reach of research via complementary web and multimedia content

### Essential Elements of the Role:

- Engage in regular editorial board activities and educational opportunities, totaling approximately 10 hours per month
- Participate in the peer review process
  - Review manuscripts submitted for peer review
  - Independently formulate structured feedback on manuscripts regarding their research content, including accurately identifying major and minor flaws and points for clarification

- Review feedback from mentoring Associate Editor and compare own comments with those from other reviewers to refine manuscript evaluation skills
  - Make recommendations regarding the acceptances or rejection of manuscripts under review and provide an appropriate rationale
- Participate in Journal *CHEST* Editorial Board discussions about original research article selection, invited content selection, and journal strategy
- Prepare a brief presentation about a relevant publishing issue (eg, ethical, operational), to be delivered at an editorial board meeting
- Meet with each of the journal's deputy editors to learn about activities and strategies in each of the journal's pillars: contributor experience, outreach, and web and multimedia
- Review key scholarly publishing resources provided by the journal's managing editor (eg, peer review best practices, ethics, manuscript formatting, statistical review) and discuss with mentoring Associate Editor
- Attend quarterly lecture series

### **Required Qualifications:**

- Early career clinician, researcher, or PhD-level scientist (within 15 years of their terminal university degree) active in pulmonary, critical care, or sleep medicine research
- Junior faculty preferred
- Served as lead author on at least one paper that has undergone peer review by a journal
- Fluent in English language