

***Pediatrics* Associate Editor for Case Reports**

The associate editor is responsible for editorial management of the Case Reports section of *Pediatrics* and assists the editor-in-chief in making editorial policies and maintaining high standards of publication; collaboration with the journal editor-in-chief.

Qualifications:

- Board certified medical doctor
- Fellow in good standing of the American Academy of Pediatrics
- A minimum of 10 years of experience in medicine
- Title of associate professor or professor at his/her institution or related
- Some editorial experience preferred
- No conflict of interest with another medical publication. (Associate Editors may not serve as an editor at any level of any other medical publication but may serve as reviewers.)

Responsibilities include:

- Manage the peer-review and editorial process for Case Reports.
- Maintain confidentiality of all manuscripts in the prepublication phase
- Oversee the Case Reports section of the journal
 - Screen and triage manuscripts submitted as Case Reports
 - Select and assign reviewers for Case Reports manuscripts
 - After peer-review, select manuscripts for publication based on reviews and previously developed criteria for the section
 - Edit as needed and provide final approval for revised manuscripts before sending to production
- Adhere to production/publication schedules
- Attend the *Pediatrics* Editorial Board meeting that is held during the AAP National Conference and Exhibition; prepare status reports for the editor-in-chief
- Participate in Executive Editorial Board conference calls and in strategic planning for the print and online editions
- Solicit advice, ideas and opinions from colleagues regarding journal policy and direction.