HISTORY EDITOR OF THE JOURNAL OF THE ROYAL COLLEGE OF PHYSICIANS OF EDINBURGH

JOB DESCRIPTION

Duties

- reviewing all new submissions to the History Section to ensure that papers are of a high quality and related to The Journal’s areas of interest;
- contributing to the identification of peer reviewers;
- considering peer reviewers’ comments, identifying required modifications and requesting these from the authors;
- editing manuscripts with an eye for, and an understanding of, best practice for historical manuscripts; in collaboration with the Senior Production Editor who carries out substantive editing for style, clarity and consistency, where necessary;
- approving and rejecting manuscripts;
- regular commissioning of content linked to The Journal’s areas of interest;
- contributing to discussions regarding The Journal’s editorial direction, suggesting future topics for papers and editorials and contributing to forward planning;
- participating in Editorial Board meetings (quarterly): videolinking or Skype will be used to facilitate remote participation.

Selection Criteria

- Fellow or Member of the Royal College of Physicians of Edinburgh
- consultant level
- demonstrable interest in medical history
- well-established clinical or academic networks
- strong networking skills and comfort networking outwith own circles
- experience of editing or reviewing medical, scientific or history papers
- strong publication record
- highly developed verbal and written communication skills
- keen eye for detail
- IT literate
- ability to exercise tact and diplomacy when engaging with authors
Organisational Reporting Structure

Appointment

The successful candidate will be appointed for up to 3 years.