**Associate History and Humanities Editor**

**Journal of The Royal College of Physicians of Edinburgh**

**Job description**

**Duties**

* Alongside the History and Humanities Editor, reviewing all new submissions to the History and Humanities section to ensure papers are of a high quality and related to the Journal’s areas of interest;
* regular commissioning of content linked 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;
* contributing to discussions regarding the Journal’s editorial direction, suggesting future topics for papers and editorials and contributing to forward planning;
* attending Editorial Board meetings (monthly): phone or WebEx 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 and humanities
* well-established clinical or academic networks
* strong networking skills and comfortable networking outwith own circles
* experience of editing or reviewing academic 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**

Council of RCPE

Vice President

Head of Education and Training

Editor-in-chief

Senior Production Editor

Clinical Editor

+

Associate Clinical Editor

History and Humanities Editor

+

Associate History and Humanities Editor

Designer

Education Editor

Editorial Assistant

**Appointment**

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