



# SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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## JDMS Editorial Board Position Description

### POSITION TITLE

*Journal of Diagnostic Medical Sonography (JDMS) Editorial Board Member*

### POSITION CLASSIFICATION

Volunteer – JDMS Editorial Board Members are appointed volunteers serving in an advisory capacity to the Society of Diagnostic Medical Sonography (SDMS). No payment or honorarium is given to Editorial Board members in return for their time and expertise.

### POSITION SUMMARY

JDMS Editorial Board Members serve in collaboration with the Editor-In-Chief and Section Editors to submit, review, and solicit manuscripts for publication. They also advise on the overall identity, marketing, and publication process of JDMS and recommend changes to JDMS policies.

### POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To assist in the growth and development of JDMS, Editorial Board Members are expected to:

- Participate in Editorial Board Meetings by teleconference (quarterly) and in-person if available (annually);
- Complete Author and Reviewer training during the first year of Editorial Board service (or as new training becomes available);
- Serve as a peer reviewer on at least three articles per year as requested;
- Become familiar with JDMS publishing systems and processes;
- Encourage colleagues and other contacts to submit articles;
- Suggest names of suitable Reviewers, Editorial Board Members, and Guest Editor candidates as requested by the Editor;
- Raise awareness about the JDMS within the sonography industry, with academic institutions and other appropriate organizations, and vendors who have the potential to advertise in the Journal;
- Keep the Editorial Board advised of current research activities and future advances in the field and suggest possible future topics for Calls for Papers;
- Keep the Editorial Board apprised of other relevant industry news, special topics, and publications;
- Provide input on JDMS policy and processes and identify areas for JDMS improvement.

In addition, they must provide at least two of the essential functions outlined below during each two-year term:

- Submit a manuscript for publication to JDMS as primary or contributing author;
- Mentor a student or sonographer who has submitted a manuscript for publication through submission and review process;
- Serve as a judge for the Gottesfeld Award, which recognizes excellence in JDMS authorship;
- Serve as a peer reviewer on an additional two manuscripts, beyond the 3 required above.

## POSITION QUALIFICATIONS

A JDMS Editorial Board Member should:

- Have a record of scholarship in the sonography field;
- Have experience in reviewing or authoring articles for publication;
- Have a network of colleagues in research and sonography practice;
- Have reliable internet access to facilitate use of the JDMS publication system;
- Have a strong command of the English language, including grammar and syntax;
- Be a member of the SDMS during service on the Editorial Board.

JDMS Editorial Board opportunities will be made available at the same time as other options during the bi-annual SDMS Call for Volunteers.

## POSITION TERM

Members of the JDMS Editorial Board are approved for two-year terms to coincide with the term of the SDMS President. Appointment may be renewed for as long as the Editor-In-Chief, in consultation with the SDMS President, determines that the Member continues to meet expected responsibilities.

The Editor-In-Chief and SDMS President reserve the right to replace JDMS Editorial Board Members who do not meet attendance, author or reviewer expectations, or otherwise serve as productive members of the Editorial Board.

## TRAVEL

JDMS Editorial Board members will be invited to an annual in-person meeting at the SDMS Annual Conference however, it is not required that they attend, and registration and reimbursement will not be provided.

## REPORTS TO

Members of the JDMS Editorial Board report to the JDMS Editor-In-Chief; however, day-to-day interaction may also come from the SDMS Chief Membership Officer, other SDMS staff, or the publisher's assigned liaisons.