



POSITION DESCRIPTION: JDMS PEER REVIEWER

POSITION TITLE

JDMS Peer Reviewer (“Reviewers”)

POSITION SUMMARY

Reviewers serve in collaboration with the *Journal of Diagnostic Medical Sonography* (JDMS) Editor-in-Chief (“Editor”) and JDMS Associate Editors (“Associate Editors”) by providing objective, constructive, and timely evaluations of manuscripts submitted to the JDMS. Reviewers play a critical role in maintaining the integrity, quality, and relevance of published manuscripts.

POSITION CLASSIFICATION

Volunteer – Reviewers are appointed volunteers serving in an advisory capacity to the Editor and the SDMS. Reviewers do not receive payment or an honorarium for their time and expertise. Reviewers may be eligible to receive SDMS continuing medical education (CME) credit for conducting thorough qualitative manuscript reviews.

POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Upon appointment, Reviewers are expected to:

- **Complete Training:** Undergo training on JDMS publishing systems and procedures and stay up to date as new training is released;
- **Evaluate Manuscripts:** Assess at least one submitted manuscript per year for originality, methodological rigor, clarity, and contribution to the field of diagnostic medical sonography;
 - **Constructive Feedback:** Provide authors with detailed, respectful, and constructive feedback.
 - **Recommendations:** Advise the Editor on the suitability of manuscripts for publication by suggesting acceptance, revisions, or rejection.
 - **Timeliness:** Complete reviews within the required timeframe to ensure a prompt editorial process.
- **Uphold Ethical Standards:** Adhere to the ethical expectations of the peer review process and report any conflicts of interest or ethical concerns to the Editor;

- **Solicit Manuscripts:** Encourage the submission of manuscripts from colleagues and peers; and
- **Provide Input:** Offer feedback on JDMS policies and processes as requested.

POSITION WORKLOAD/TIME REQUIREMENTS

Reviewers can expect to spend around four hours evaluating each manuscript they volunteer to review.

POSITION QUALIFICATIONS

Reviewers should have:

- An active interest in advancing scholarship in the field of diagnostic medical sonography;
- A strong command of the English language, including grammar and syntax;
- Experience in reviewing or authoring manuscripts for publication; and
- Commitment to upholding academic integrity and ethical publishing practices.

Ideal candidates should also possess experience in reviewing or authoring articles for publication and maintain a network of colleagues engaged in sonography research and practice.

POSITION TERM

Reviewers serve at the discretion of the Editor and are assessed biannually based on feedback from the Editor and Associate Editors, as well as their performance in the Reviewer role, including:

1. The number of manuscripts reviewed;
2. Overall acceptance and decline rate;
3. Turnaround time; and
4. Quality of feedback provided.

The Editor, Associate Editors, or SDMS staff reserve the right to remove a Reviewer at any time if they fail to meet expectations, exhibit unethical behavior, or otherwise compromise the integrity of the review process.

Reviewers who do not want to continue as a Reviewer may remove themselves from the list of volunteers at any time by emailing: jdms@sdms.org

TRAVEL

Reviewers are not required to travel on behalf of the JDMS or the SDMS, and any expenses associated with travel will not be reimbursed unless written approval is obtained in advance from the SDMS CEO.

REPORTS TO

JDMS Editor-in-Chief