

## International Society of Ultrasound in Obstetrics and Gynecology

### Trainee Editor – role description and person specification

#### CONTEXT

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation operating across 140 countries and comprised primarily of clinicians who are ultrasound experts in the field of Obstetrics and Gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally. Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in obstetrics and gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

*Ultrasound in Obstetrics & Gynecology* (UOG) is the official journal of ISUOG. It is recognised as the leading peer-reviewed journal on imaging within the field of obstetrics and gynecology, publishing important research from all parts of the world. UOG has an impressive Impact Factor of 7.1, with more than 6 million article downloads each year. It is published monthly and features an international authorship and a fully electronic manuscript submission and review process.

#### ROLE DESCRIPTION

<b>Purpose of the Editorial team</b>	The Editor-in-Chief, Editors, Trainee Editors, Editorial Board and Editorial Office manage the Society's official journal, <i>Ultrasound in Obstetrics &amp; Gynecology</i> . They ensure the highest possible scientific standard for the journal and constantly seek ways to improve all aspects of the editorial, review and publication processes.
<b>Responsibilities of the Trainee Editor</b>	<p>The Trainee Editor will be mentored by the Editor-in-Chief who will oversee their editorial activities and decisions.</p> <p>The main responsibilities of the role include:</p> <ul style="list-style-type: none"><li>• To evaluate submitted Contributions (2–4 per month) in accordance with the editorial policy, and to select suitable Contributions for the peer-review process</li><li>• To arrange for and supervise the independent peer review of Contributions by two or more reviewers, evaluate submitted reviews and provide comprehensive recommendations with respect to the eligibility of submitted Contributions for publication</li><li>• To make his or her best efforts to ensure the currency and accuracy of the contents of each Contribution accepted for publication</li><li>• To solicit the submission of high-quality manuscripts to the Journal</li><li>• To attend the ISUOG World Congress for planned editorial meetings of the Journal</li><li>• To attend planned conference calls with the editorial team</li></ul>
<b>Terms of appointment</b>	<ul style="list-style-type: none"><li>• The Trainee Editor term lasts for 1 year, renewable for a further equivalent term of 1 year at the mutual agreement of the parties (in line with the Society policy at the time)</li><li>• An allowance (to be determined by the Editor-in-Chief annually) will be given as a contribution towards travel and accommodation costs in attending the annual meetings of the Editors</li><li>• Trainee Editors must commit to meet at least once a year at the ISUOG World Congress, and to attend the Editorial Board meeting and any other meetings as are deemed appropriate by, and agreed in advance with, the Society</li></ul>

## PERSON SPECIFICATION

<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Currently in the final year(s) of training to specialize in obstetrics and/or gynecology and/or ultrasound, or newly specialized</li><li>• PhD, MD or equivalent qualification in a relevant discipline</li><li>• Significant publications in high-quality peer-reviewed research journals</li></ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"><li>• Previous experience of peer reviewing manuscripts</li><li>• Ability to commit to providing timely reviews and recommendations</li><li>• Strong organisational and time-management skills</li><li>• Excellent writing skills in English</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Up to date with clinical practice and advancements in obstetrics and gynecology</li><li>• Understanding of journal Impact Factor calculations and awareness of other metrics</li><li>• Understanding of basic statistical principles</li></ul>