

## Journal of HIV/AIDS Surveillance & Epidemiology



A Journal of Proceedings of the Institute of HIV/AIDS Surveillance & Epidemiology, iHASE.

### RECRUITMENT SPOTLIGHT

#### Associate Editor/Senior Editor

The journal project, **jHASE – Journal of HIV/AIDS Surveillance & Epidemiology**, is an independent, international, open access, peer-reviewed journal that will consider articles on all aspects of *applied* HIV/AIDS Epidemiology research, which includes Public Health surveillance and related Epidemiologic research on HIV/AIDS and related public health aspects. The journal is a non-profit initiative of **iHASE - Institute of HIV/AIDS Surveillance & Epidemiology**, a division of the non-profit Institutes of Epidemiology and Public Health, Inc: <http://www.ieph.org>

**Primary Purpose of Position:** The purpose of the position of Associate Editor is to provide high-level overall guidance to the journal's editorial process for peer-reviewed research publications, cultivate academic-public health practice collaborative work for peer-reviewed publication and provide overall guidance for the journal's capacity-development/training programs and peer-review fellowship program. Associate Editors work collaboratively with the Editors-in-Chief and Section Editors and constitute the core group of distinguished members and senior counsel within the Editorial Board.

#### Description of Editorial Process and role of Associate Editors/Senior Editors:

- A 3-member *editorial panel* of peer-review fellows [master's and doctoral candidates in Epidemiology, (ABD) and other junior researchers] determines if submitted manuscripts are suitable;
  - 3 *reviewers* are assigned by a Section Editor to review each suitable manuscript;
  - The *editorial panel* consolidates *reviewers'* reports into recommendations to publish, request revisions per reviewers' instructions, or reject (and upon request, conduct additional literature review on the subject matter in support of Section Editors);
  - A *Section Editor* reviews the recommendations and manuscript, and either endorses or rejects the recommendations;
  - The decision is conveyed to the author(s);
  - In the event of strong disagreement either among peer reviewers or between the authors and peer reviewers, the journal's Editors-in-Chief may convene special Editorial Board panels of **Associate Editors/Senior Editors** and other special senior counsel to serve as arbitrators. The peer review decisions arbitrated by Special Editorial Board panels are final.
- **Period of Appointment:** Associate/Senior Editors may be appointed to terms of 1 or 2 years;
  - **Remuneration:** Editorial Board member positions are primarily volunteer positions. However, members of the Editorial Board and Editors-in-Chief are encouraged to assist the Managing Editor in grant/sponsorships-seeking to support commissioned work and may be remunerated for such efforts and for developing commissioned works depending on availability of funds. Specific remuneration rates for such work will be determined per effort.
  - **Executive Journal Business Management:** Ultimate responsibility for executive management of the journal's non-peer review processes and administration rests with the journal project's Principal Investigator/Managing Editor, whose responsibilities include convening search committees for recruitment and appointment of Editorial and Advisory Board members.
  - **Nominations for Editors:** Please send a web-link to the nominee's completed Community of Science PHS.398 format bio sketch including publication record ( Join & submit for free <http://www.cos.com/login/join.shtml> ) and a letter of interest to the Search Committee, (c/o Dr. Benjamin Muthambi, *Managing Editor*) to: [jhase@ieph.org](mailto:jhase@ieph.org) ( cc. [brm5@columbia.edu](mailto:brm5@columbia.edu) ).



jHASE and iHASE are divisions of the Institutes of Epidemiology & Public Health, Inc.