2022 Fellow Editor-in-Training Program

The fellow appointment to the Editorial Board of *Academic Emergency Medicine Education and Training* (AEM E&T) is intended to mentor a medical education fellow in the process of peer review, editing, and publishing of education research manuscripts.

Application Process

Deadline: February 10, 2022

Required materials:

- One-page statement of interest
- Current CV
- Letter of support from residency director *and* fellowship director (if current resident) that includes support for time to complete the requirements of the fellow editor
- Letter of support from fellowship director (if current fellow) that includes support for time to complete the requirements of the fellow editor

Selection Process

The appointment is for a 12-month commitment. Candidates must be an SAEM member or become an SAEM member during the 12-month period. In addition, candidates must be a current resident who will start a medical education fellowship in the summer of 2022 or a current fellow in a one- or two-year medical education fellowship program. Members of the selection committee include the AEM E&T editor-in-chief and other decision editors to select candidates for the final review. The ideal candidate should be self-motivated and have an interest in medical publishing, editing, and peer review. Authorship of publications is desirable but not required.

Duties and Responsibilities

The position will include the responsibilities and activities outlined below, which will be coordinated and supervised by the AEM E&T Fellow-in-Training Editor Program Director. The total expected time commitment is 2-4 hours each week. It is expected that the fellowship director will work closely with the fellow to ensure that time will be made available for attendance at the editorial board meetings and other required activities. Prior to appointment, a letter of commitment from the residency director (for current senior residents) and the fellowship director (for current fellows), that includes support allowing the fellow to attend editorial board activities, is required.

General Orientation (during the first month)

- Learn the history and purpose of disseminating scholarship in scholarly journals
- Learn about the peer review process and how it continues to evolve
- Learn how a manuscript is submitted and the various levels of decision-making involved before a manuscript qualifies for publication

Meeting Attendance

- Attend monthly editorial board conference calls
- Attend the in-person meetings held during the two SAEM annual meetings that occur during his or her term as fellow-in-training editor
- Meet monthly with the AEM E&T's Fellow-in-Training Editor Program director by teleconferencing or in-person

Scope of Responsibilities

- Work with the director of the Fellow-in-Training Editor Program to focus on and further develop skills within the following scope of work: writing, editing, and reviewing.

- Develop and implement a project to improve the journal or submit a didactic proposal to the SAEM annual meeting on behalf of the journal.

Refining Writing Skills

- The fellow will write one or two AEM E&T e-newsletter updates for the SAEM membership
- The fellow will submit and have accepted at least one commentary for publication in AEM E&T
- The fellow will assist the Editor-in-Chief in writing the commentary for one EIC Pick of The Month

Editing Skills

- Under the supervision of an assigned editor/mentor, the fellow will follow at least three manuscripts from submission to decision.
- The fellow will assist his or her assigned editor/mentor in determining a decision, drafting a consensus decision letter to authors, and participating in other activities related to the manuscript review process.
- The fellow will learn about the ethics of biomedical publishing from participation in activities sponsored by the Committee on Ethical Publishing (COPE)

Reviewing Skills

- The fellow will attend AEM's peer reviewer workshop at the SAEM annual meetings held during his or her term as fellow-in-training editor
- Under the direct supervision of his or her assigned editor/mentor, the fellow will serve as a peer reviewer for at least three submissions to AEM E&T

For more information, and/or to submit an application, email decision editor Esther Chen: esther.chen@ucsf.edu