Duties and Oversight Responsibilities

Section Editor for Global Health, Anesthesia and Analgesia

1. Perform the role of Section Editor with dedication, persistence, and timeliness.

2. Provide timely and intellectually rigorous decisions to enhance the quality of the journal, promote the professional development of authors, and increase the value of the Journal to the clinical and scientific community.

3. Work closely with the Editor-in-Chief to ensure that the Journal achieves its objectives.

4. Coordinate manuscript processing with the Editorial Office; promptly respond to queries from the Editorial Office.

5. Be proficient with Editorial Manager. At least twice per week, access Editorial Manager to ensure that the manuscripts are promptly moving through the review process (specifically checking the folders: New Assignments, Submissions with Required Reviews Complete, and Submissions Requiring Additional Reviewers).

6. Assess manuscripts for suitability prior to assigning reviewers.

7. Assign reviewers who have adequate expertise to judge the manuscripts. This should be done within 3 days of receipt of the manuscript in the New Assignments folder.

8. Encourage reviewers to recommend papers that are new, original and important contributions to knowledge.

9. Identify late reviewers and work with the Editorial Office to ensure timely manuscript reviews; ensure that manuscripts are reviewed in a timely manner.

10. Serve as a tie-breaking reviewer in the event a paper receives disparate reviews.

11. Make recommendations to the EIC for manuscript acceptance, revision, or rejection with 6 weeks; justify recommendations with appropriately detailed criticism and analysis.

12. Maintain a civil, respectful, and professional tone in all communications with authors and reviewers.

13. Provide substantive editing for manuscripts, as needed.

14. Identify emerging areas of importance and actively solicit the best work in those areas.

15. Identify manuscripts worthy of editorials, and work with editorialists to produce, timely, thoughtful, and authoritative editorials.

16. Commission and coordinate a minimum of one review article per year.
17. Avoid conflicts of interest and the appearance of conflicts of interest stemming from any relationship with the author or professional and financial circumstances that may create an appearance of a conflict of interest.

18. Treat all manuscripts in review as confidential documents, and do not disclose its contents outside the context of the review process.

19. Participate in discussions of Editorial Policy with the Editor-in-Chief and the Editorial Board.

20. Attend (in person or online) the annual Editorial Board Meeting at the IARS Annual Meeting. Attendance at the mid-year Section Editors’ Meeting (held in conjunction with the ASA Annual meeting in October) is optional.

21. Provide regular reports to the WFSA Board on manuscripts submitted, manuscripts and collections published, and other editorial matters related to the area of global health.