JOB DESCRIPTION: EDITOR, MUSCLE & NERVE

Time: The editor of *Muscle & Nerve* will typically spend between 25 and 30 hours per week on the Journal. The present editor spends 1 full work-day per week on the journal plus 8-10 additional hours through the week.

Work: The editor is required to have a broad knowledge of clinical medicine and neuroscience plus extensive writing and editing skills. The job involves reviewing all received manuscripts to determine their suitability for publication in the Journal. Two thirds of the manuscripts are assigned to Senior Associate Editors for reviewer selection, and the material is then emailed to the reviewers. When the reviews are received, the editor looks them over, and makes a decision as to whether to proceed with the paper (accept, revise, reject). Almost every paper that will be published will require some revision. Once the revised manuscript is received, the editor and/or the Senior Associate Editors decide whether it should be returned to the reviewers. Once the reviewers or the editor are satisfied that the paper is acceptable, the editor then goes over it in detail, editing it for style and content, scientific substance, and ethical conduct. In many cases, this requires a major rewrite of the paper. In addition, the editor ensures that the house style of the Journal is followed, for example with regard to reference and reference citations. Illustrations are reviewed for quality and substance. The editor needs to perform a last revision of the paper to ensure that his/her editorial comments have been incorporated and that the manuscript is now in a form that will allow it to enter the production process. The editor makes that all the appropriate documentation (copyright form, disclosure form, etc.) is complete and then the paper is forwarded to the publisher. The decision is forwarded from the editor to the reviewers, authors, and Senior Associate Editors, as appropriate. In the case of a particularly timely paper, the editor may solicit an editorial about the paper. The Editor should to identify article of “public interest” and if so notify the publisher of the possibility of creating a press release about the article.

Proofs are provided to the Editor from the publisher. The editor reads the proofs of each paper, ensuring that figures are properly sized and located and that the text is correct. Once proofs are corrected, the editor notifies the publisher that they can then be archived in the Early View section on the journal website. The articles are then eligible to be chosen for inclusion in a forthcoming print edition.

The editor is responsible for selecting the lineup of articles for each print issue. In addition, the present editor prepares the “Between the Covers” comments for each issue and selects the cover art from among papers in that issue’s lineup. The proofs of the cover, table of contents, typeset Between the Covers, and AANEM material (such as News & Comments) are reviewed and corrected as the editor’s last task in assembling an issue.

The fast turnaround time now expected of this and other journals requires that, even when the editor is traveling, he/she remains in constant contact with the editorial office by email (and occasionally by telephone). The editor also is in frequent contact with the Executive Office of the AANEM, with selection and editing of material to be published in the Journal. The editor looks over the abstracts to be published annually prior to the annual meeting, and also reviews the monthly News & Comments section submitted by the AANEM.

The quality of the Journal reflects on the editor, and the editor’s name becomes associated with the Journal. Accordingly, it is important that the editor is prepared to spend sufficient time on a daily basis to ensure that the production process runs smoothly and effectively, and to maintain a high standard for the Journal, which is a very visible image of the AANEM.

Relationship with AANEM: The Editor works closely with the AANEM Executive Director and communications staff with regard to items submitted from the AANEM. The AANEM contract permits that AANEM to submit on average 6 pages per issue for News & Comments and other association material in each issue. The association also publishes abstracts from the annual meeting each year in the journal. In addition, the AANEM may publish up to seven (7) times per year in the Journal “Association Material.” Association Material comprises content limited to not more than 30 pages per instance, including but not limited to monographs, practice parameters, practice guidelines, technology reviews, etc. approved by the AANEM Board. Wiley supplies reprints of the material to the AANEM membership at no cost.

The Editor strives to have between 30 -50% of the published articles written by members of the AANEM.