

***ACG Case Reports Journal* Application Information**

Description

The *ACG Case Reports Journal* is a peer-reviewed, open-access publication that provides GI fellows, private practice clinicians, and other members of the health care team an opportunity to share interesting case reports with their peers and with leaders in the field. Issues are published online each quarter for free to all readers, including ACG non-members, and prominently feature images and videos with case descriptions. Please visit acgcasereports.gi.org for more information and to view previously published issues.

The *ACG Case Reports Journal* was created to help fulfill ACG's commitment to providing growth and learning opportunities for physicians still in GI fellowship, thus is edited and published exclusively by GI fellows. As an Editor, you will guide submissions through the publication process with support from ACG publications staff. Join the *Journal* staff to gain valuable editorial experience, help your peers share their work, and establish your reputation as a leader. All positions have one-year terms beginning July 1, 2016.

Positions and Major Responsibilities

Editor-in-Chief

- Responsible for all scientific content and final decisions on manuscripts
- Discusses manuscripts with Associate Editors and decides whether to accept, revise, or reject
- With ACG publications staff, decides policies and best practices for the journal
- Suggests improvements, additions, and changes to better the journal and experience for editors
- May have opportunity to present at publishing-related ACG events throughout the year
- May have opportunity to write Editorials and other articles in the journal throughout the year
- Represents the journal to authors and others
- Supervises and provides feedback to Associate Editors
- This position is limited to one term of one year.

Executive Editor

- Reports to Editor-in-Chief and ACG publications staff
- Ability to complete large amounts of editing work on deadline on an intermittent (bimonthly) basis
- Provides in-depth medical copyediting for all accepted manuscripts prior to publication
- Is available to pre-screen submitted manuscripts when necessary
- May have opportunity to write Editorials and other articles in the journal throughout the year
- Assists with proofreading of final proofs where needed
- Can be renewed for a second one-year term, contingent on satisfactory performance and eligibility.

Associate Editors

- Reports to Editor-in-Chief
- Reviews submitted manuscripts and recommends them for acceptance or rejection to the Editor-in-Chief
- Maintains knowledge of current practice and literature to determine merit of individual submissions
- May have opportunity to write Editorials and other articles in the journal throughout the year
- Promotes readership or participation with the journal among peers and colleagues
- Can be renewed for a second one-year term, contingent on satisfactory performance and eligibility.

Eligibility

Eligible applicants for all positions should be GI fellows in North America who will start their second, third, or fourth year of GI fellowship on July 1, 2016. Appointed editors are required to join ACG if not currently a member.

Institutional Commitment

There must be a strong commitment from the candidate's division to support the candidate's work with the journal.

Compensation

Editors will receive a small travel stipend to the ACG Annual Meeting as recognition for their contributions.

Application Requirements

- 1. Completed Application Form.** Please see following page.
- 2. Curriculum Vitae.** Provide a copy of your CV, and be sure to list published works and include details of any experiences relevant to this editorial position.
- 3. Supporting Letters.** Provide two letters of recommendation—one from your advisor or mentor and one from another faculty or professional reference—wherein they speak to your abilities and appropriateness for this position.
- 4. Personal Statement.** Provide a 1 page personal statement describing your interest in the *ACG Case Reports Journal* and the past experiences and current skills that will enable you to be successful in this position. We read these statements to better gauge your personal approach to this opportunity and fit with the editorial team, so feel free to include a bit of personality.
- 5. Note for Executive Editor Applicants:** This position will be selected largely on proof of your medical writing and language skills, your editorial experience, and your ability to work closely with others' writing. This role is the least involved day-to-day, but the most involved during final issue production. Candidates should be willing to periodically complete significant quantities of editing work on deadline. This is an ideal position for someone who is confident in their writing and case presentation skills, and wishes to further improve those skills by working with others' writing. Please speak to the skills and experience described above in your personal statement.

The following step is for Executive Editor applicants ONLY:

6. Download the [editing sample linked here](#) as a Word document and edit it to the best of your ability with the Track Changes feature ON. Your goal is to improve overall clarity and to remove information you find extraneous to the case presentation and message. Include this with your application with the tracked changes visible.

Deadline

Please email your completed application and supporting documents to acgcasereports@qi.org. Applications will be accepted by email only; please do not send applications through the postal service. All applicants will be notified of the final outcome in mid-June 2016.

Please submit your application by **Monday, April 25, 2016**.

ACG Case Reports Journal Application Form

Date:

Name:

Desired *ACG Case Reports Journal* Position(s) in order of preference:

Area(s) of Interest (IBD, Luminal, Endoscopy, Hepatology, Pediatrics, FGID/Systemic):

ACG Member? Yes / No

Address:

Telephone:

Email:

Secondary Email:

Year of fellowship training starting July 1, 2016:

If third year, do you plan to do a fourth year?

Institution Address:

Division Chief's Name:

Advisor/Mentor Name:

Advisor/Mentor Telephone:

Advisor/Mentor Email:

Please submit this application with supporting documents to acgcasereports@gi.org by April 25, 2016.

Applications accepted by email only.