

***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. Articles are published online biweekly 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 articles.

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 editorial board 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, 2017.

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.

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, 2017. 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.

Individual Commitment

The candidate must have the time and interest to maintain consistent attention to the journal and to processing manuscripts. Editors are expected check their assignments at least once per week.

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 brief personal statement of 400 words or fewer describing why you are an ideal candidate for the *ACG Case Reports Journal* editorial board. 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.

Deadline

Please email your completed application and supporting documents to acgcasereports@gi.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 early June 2017.

Please submit your application by **Monday, April 17, 2017**.

ACG Case Reports Journal Application Form

Name:

Degree(s):

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

Areas of research interest (IBD, Luminal, Endoscopy, Hepatology, Pediatrics, FGID/Systemic, etc), in order of preference. All editors will handle all topics, but we like to know your primary interests:

ACG Member? Yes / No

Address:

Telephone:

Email:

Secondary Email:

Year of fellowship training starting July 1, 2017:

If 3rd year, do you plan to do a 4th year? If yes, what type of 4th-year fellowship (IBD, Hepatology, etc)?

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 17, 2017.

Applications accepted by email only.