



# ARTHRITIS RHEUMATOLOGY 2030 Editor Application User Guide

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## *Arthritis & Rheumatology*

ARTHRITIS RHEUMATOLOGY 2030 Editor Application



### Specifications:

- Product: Editor Application for Arthritis & Rheumatology Journal
- Term: 2025 – 2030

### Product Information:

The Editor Application for Arthritis & Rheumatology Journal is designed for individuals interested in applying for the position of Editor for the specified term. The application process involves submitting detailed information and supporting materials to the provided email address.

### Product Usage Instructions

#### Application Submission:

1. Fill out the application form with accurate information, including personal details, contact information, and professional background.
2. Compile and attach the required supporting materials in PDF format, such as NIH biosketch, CV, and letters of support.
3. Submit the completed application and supporting documents to [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org) before the deadline of August 1, 2024.

#### Email Directions:

1. Fill in all the required fields in the email template provided, including personal details, contact information, and institutional information.
2. Confirm your current ACR membership status.
3. Provide details on the approximate number of hours you can dedicate to the Editor position per week.

#### Editorial Experience and Vision:

1. Describe your prior editorial and reviewing experience in the specified fields within the last five years.

2. Summarize your philosophy about Arthritis & Rheumatology (A&R) and your strategic vision for the journal over the next 5 years.
3. Share your viewpoint on how A&R can improve its manuscript submission process and enhance the quality of reviews.
4. Outline how technology can be leveraged to facilitate growth and development for the journal.
5. Explain your expectations and plans for communication with the editorial team and journal staff.

### **Ethical and Logistical Issues:**

Provide potential approaches to address conflicting reviewer recommendations within four sentences each.

### **FAQ**

#### **Q: What is the deadline for submitting the application?**

A: The deadline for submitting the completed application and supporting materials is August 1, 2024.

### **INSTRUCTIONS**

Please answer the following questions and provide the information requested.

A PDF copy of the completed application, including all supporting documents, must be received no later than August 1, 2024 at the following email address: [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org).

Please address questions or comments to Maggie Parry, at [journals@rheumatology.org](mailto:journals@rheumatology.org).

### **SUPPORTING MATERIALS**

Please provide a PDF copy of the following supporting materials. Your completed application and supporting materials must be received no later than August 1, 2024, at the following email address: [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org)

- Your NIH biosketch and full CV. (PDF sent to [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org))
- The NIH biosketch and full CV of each of your potential Deputy and/or Co- and Associate Editors (bookmarked).(PDF sent to [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org))
- A letter from your institution indicating support for your application for this position. (PDF sent to [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org)) The letter should clearly indicate the institution's enthusiasm for, and willingness to be supportive of, the Editorship, particularly regarding protected time and effort, space (would be needed only if the Editor chooses to have full-time staff on-site with the Editor), as well as use of office equipment such as copy machines, computers, phones, etc. Note that there is potential for flexibility regarding the specific model of interaction between the Editor's institution and the ACR. However, the letter should state that the described institutional support is a commitment throughout the Editor's term.
- Supplementary materials (if any) that you would like to include. (PDF sent to [Apply-AREd@rheumatology.org](mailto:Apply-AREd@rheumatology.org))

### **EMAIL DIRECTIONS**

For each email, the subject line should include the name of the applicant and, as applicable, either the words "application form," "CVs," "institution support letter," or (if applicable) "other supplementary materials." The

application form, CVs, and institution support letter should be sent in three separate emails, not combined into one. For the emailed PDF of the bookmarked CVs, all CVs must be combined into ONE PDF document, coming from the Editor candidate—the ACR does not want separate PDF documents for the CVs of each of the Associate Editors, etc. The first CV in this document should be that of the Editor candidate. This should be followed by the CVs of the Deputy, Co-, and/or Associate Editor candidates. These should be in alphabetical order. If the proposed Editorial Board model includes more than one tier (e.g., a Co-Editor tier and an Associate Editor tier), the CVs of the proposed Co-Editors should come first, in alphabetical order, followed by the CVs of the Associate Editors, in alphabetical order.

|   |       |                                |      |
|---|-------|--------------------------------|------|
|   |       |                                |      |
| LAST NAME   | FIRST | M.I.                           | DATE |
| STREET ADDRESS  |       |                                |      |
| CITY  | STATE | ZIP                            |      |
| COUNTRY   |       |                                |      |
| EMAIL ADDRESS   |       | CONFIRM CURRENT ACR MEMBERSHIP |      |
| PHONE   | FAX   |                                |      |
| INSTITUTION   |       | TITLE                          |      |
| APPROXIMATE NUMBER OF HOURS PER WEEK YOU WOULD BE ABLE TO DEVOTE TO THE EDITOR POSITION |       |                                |      |

Please provide information on current and previous (completed in the last five years) grant support.

Please provide the names and titles of potential Deputy and/or Co-Editors (or comparable, depending on the Editorial Board model being proposed: see Guidelines for Organization of Editorial Office – A&R) and Associate Editors. These individuals should have already agreed to serve if the applicant is selected.

Please note that various terms and titles used throughout the application, such as Deputy Editor, Co-Editor, and Associate Editor, represent examples of how the Editorial Board is currently configured or has been configured in the past, but are not necessarily the only possible models. Candidates may, but are not required to, propose a model that is identical or similar to the one currently in use or one that has been used by A&R in the past. It is acceptable for an individual to be listed as a proposed Deputy, Co-, or Associate Editor on multiple Editor candidates' applications.

Name of the Deputy Editor (from the above list) who would be designated to assume the responsibilities of Editor should the Editor become temporarily or permanently unable to fulfill these responsibilities.

In addition to the medical subspecialty areas listed in the section below, it will be important to have a member or members of the Editorial Board who can assess the methodologic appropriateness/strength of submitted articles. Please list, with academic title and institution, the name of a potential Associate Editor who would represent each methodologic area shown. Note that it is acceptable for the same individual to represent more than one of these areas, and it is acceptable for an Associate Editor listed in the medical subspecialty section below to also represent one or more of the methodologic areas.

|                 |  |
|-----------------|--|
| Statistics      |  |
| Bioinformatics  |  |
| Epidemiology    |  |
| Clinical trials |  |
| Other           |  |

Next to each subspecialty area listed below, please list, with academic title and institution, the name of a potential Associate Editor who would represent that subspecialty area. One individual may represent more than one area. You and/or your Deputy and/or Co-Editors may be included among these names. Please note that the subspecialty categories listed below are only suggestions, and applicants may amend the list the way they feel best fits the science; please provide the name of a potential Associate Editor for any subspecialty area that you add to the list. International representation is encouraged.

|                                       |  |
|---------------------------------------|--|
| RA—clinical                           |  |
| RA—translational                      |  |
| OA—clinical                           |  |
| OA—translational                      |  |
| SLE + Sjogren's clinical              |  |
| SLE + Sjogren's translational         |  |
| Cartilage biology                     |  |
| Bone biology                          |  |
| Osteoporosis                          |  |
| Orthopedic issues and biomechanics    |  |
| Pediatric Rheumatology                |  |
| Vasculitis                            |  |
| Pain and fibromyalgia                 |  |
| Crystal and autoinflammatory diseases |  |
| Scleroderma                           |  |
| Myositis                              |  |
| Spondyloarthritis                     |  |
| Genetics                              |  |
| Genomics and other 'omics' technology |  |
| Radiology                             |  |
| Other                                 |  |

Please describe your prior editorial and reviewing experience.

Please provide a short statement (≤500 words) summarizing your philosophy about A&R and its Editorship.

Please provide a short statement (≤500 words) describing your strategic vision for A&R over the next 5 years, including your views on and proposed aims relating to content mix, target audience, specific features, digital content, social media, open access and Impact Factor. (Not all the issues listed here must be included, and others not listed may be included.)

Please provide a short statement (≤500 words) summarizing your viewpoint on how A&R can improve and advance over the next 5 years regarding issues of manuscript submission and the process for timely, unbiased, and high-quality reviews.

Please provide a short statement (≤500 words) describing your vision on how technology can be used to implement positive and progressive growth for the journal.

Please provide a short statement (≤500 words) describing your expectations and plans for communicating with the editorial team and the journal staff.

Please provide a short statement (≤4 sentences each) describing how you would potentially address each of the following ethical or logistical issues that could arise:

## CONFLICTING REVIEWER RECOMMENDATIONS

## UNSATISFACTORY PERFORMANCE OF EDITORIAL BOARD MEMBERS

## AUTHORS CONTESTING EDITORIAL DECISIONS

## AUTHORS NOT ADHERING TO JOURNAL GUIDELINES (E.G., LENGTH OF ARTICLES, FIGURE/TABLE GUIDELINES)

## AUTHOR OR REVIEWER CONFLICT OF INTEREST OR NONDISCLOSURE OF CONFLICT OF INTEREST

## SIGNATURE

Signature

Date

## Documents / Resources

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2030 Editor Application, 2030 Editor Application, Editor Application, Application

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