



**Terms of Reference  
General Otolaryngology Associate Editor  
Journal of Otolaryngology Head & Neck Surgery**

**Roles and Responsibilities:**

- The presentation of unbiased, independent, and professional advice to the editor(s), maintaining confidentiality about board activities and discussion, and in doing so abide by the conflict-of-interest policy.
- Assessment of manuscripts for quality /development potential, interest level and scientific merit within the scope of the Journal in a timely manner, ideally 2 weeks.
- Identify appropriate peer reviewers and manages the process.
- Recommend and invite reviews, commentaries, and short communications.
- Represent and promote the journal at conferences and through the media.
- Contribute to journal strategy, mechanisms and policies and possibly take a lead in some areas of organization. Attend at minimum 75% of editorial board meetings annually – in person or virtually.
- Help to monitor the journal's performance.
- Project manager for special issues and thematic series.
- Solicit and recommend external editorial board membership and mentor junior editorial board members.
- Serve for a five-year term that is renewable.
- Continuously evolve the position by modifying the terms of reference for this position and develop workflows that will improve efficiency with the objective of enhancing quality and creativity.
- Manage manuscripts with general otolaryngology content.
- Continuously evolve the position by modifying the terms of reference for this position and develop workflows to improve efficiency with the objective of enhancing quality and creativity.

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- Preference will be given for a strong track record of publishing and reviewing for the Journal of Otolaryngology-Head & Neck Surgery.

**Desirable Attributes:**

- Minimal conflict of interest (financial, other journals or societal memberships).
- An established track record of scientific publications and evidence-based medicine.
- Excellent writing and other communication skills.
- Strong organizational and time-management skills.
- Represents a geographical, ethnic, institutional aspect of the national continuum of otolaryngology.
- Well-developed expertise in otolaryngology and its subspecialties