 Resident Editorial Board Fellowship Appointment

**DESCRIPTION**

The Resident Fellow appointment to the Editorial Board of *Annals of Emergency Medicine* is designed to introduce the Fellow to the peer review, editing, and publishing of medical research manuscripts. Its purpose is not only to give the Fellow experience that will enhance his/her career in academic emergency medicine and in scientific publication, but to develop skills that could lead to later participation as a peer reviewer or editor at a scientific journal. It also provides a strong resident voice at *Annals* to reflect the concerns of the next generation of emergency physicians.

**SELECTION PROCESS**

The Resident Fellow is chosen in a competitive selection process in July. Members of the selection committee, including the Editor in Chief, the deputy editors, *Annals*’ Editorial Director, and the current Resident Fellow, review all curriculum vitae and select the top three candidates. These candidates are interviewed by the Editor in Chief, who then makes the final selection.

Preference will be given to senior level residents; applicants currently in training as emergency medicine fellows are not eligible. The ideal applicant should be self-motivated and independent, and have a strong interest in academic and scientific publishing, editing, and peer review (not simply in writing their own individual scientific articles). These interests should be evident in previous activities and accomplishments (such as previous experience in publishing, editing, or writing, medicine-related or otherwise). Advanced scientific degrees, such as PhD, will be considered more as tools than as qualifications. Authorship of publications in scientific or other fields is preferred but is not mandatory. The ideal applicant would have conducted, written, and published at least one scientific research study, and also have a strong record of interest in other forms of writing and publication, as in college papers, books, and all other forms of written information, as well as broad interests in other areas of emergency medicine. The applicant should be available to travel to various national scientific conferences where he/she will participate. Applicants with suitable publications and promising background will be invited to serve as *Annals* reviewers whether selected for the fellowship or not.

**DUTIES AND RESPONSIBILITIES**

The Fellow begins serving at the Editorial Board meeting of the upcoming October American College of Emergency Physicians (ACEP) Scientific Assembly, with service continuing through the following Scientific Assembly. At the discretion of the Editor in Chief, there is an option to extend to a second year, in which the focus would be a major publication or peer review research project, and more involvement in the review process and mentoring by decision editors (DEs). A visit to the publication and editorial offices will begin the Fellow’s exposure to and integral involvement in the process of peer review.

The Fellowship will include the following activities that are organized by the educational goal of each:

**General orientation**

- Visit ACEP headquarters in Dallas early in the year; review processes with *Annals* staff
- Time frame: throughout the year

**Meeting attendance**

- Editorial Board meeting at Scientific Assembly (October)
- Editorial Board Retreat (February)
- Council of Science Editors or Society for Academic Emergency Medicine (SAEM) (May)

**How to write**

- Write Residents’ Perspective columns and have them content edited by an experienced editor
- Write an original paper
- Time frame: throughout the year

**How to review**

- Take *Annals* online CD course or a journal-sponsored workshop or CSE workshop on reviewing or critical appraisal
- Perform at least 6 reviews, assigned by deputies and senior editors, who will assess and discuss the reviews by telephone. The Resident Fellow should identify 3 or 4 major topic areas of interest. The Editor in Chief (EIC) will recruit senior DEs in these areas to assign reviews starting at the beginning through the middle of the year.
- Time frame: course or workshop throughout the year; at least 4 reviews in the first 6 months

**Critical appraisal**

- Identify topic areas and work with methodology/statistics editors via e-mail to review papers for design (6 per year)
- Take a critical appraisal course
- Time frame: at least 4 reviews in the first 6 months

**How to edit**

- Screen all submissions with a busy DE for one month, discussing manuscripts that merit review
- Time frame: first half of the year
- Follow reviewed manuscripts through the entire process, discussing each with the DE
- Time frame: second half of the year
- Review all decisions with the EIC and discuss. The Resident Fellow is copied on all of the EIC’s e-mail for that time period; independently evaluates and content edits manuscripts; uses spreadsheets of accepted articles to put together a sample issue; and discusses choices with the EIC.

**Deadline: July 11, 2016**

**Required materials:** A completed application form, a current curriculum vitae, a cover letter, two letters of recommendation, a one-page personal statement (being sure to include experience and interests related specifically to writing and publishing), and two to three proposed topics for future “Residents’ Perspective” columns. The proposed column topics should augment the personal statement (see below) by demonstrating insightful and original suggestions. Previously published material (including non-scientific if appropriate) by the applicant should be provided as samples with the application. Only the most important or original of the applicant’s work (in which they were first author) should be included.

**Personal statement:** While the personal statement should reflect the applicant’s personality and interests in medicine, it should focus chiefly on the applicant’s specific background, experience, interest and goals in writing, scientific publication, peer review, and editing.

**Letters of recommendation:** Letters of recommendation should be from two faculty physicians (or editors) who have had an opportunity to work closely with the applicant in a professional setting and are familiar with the applicant’s background in research, writing, and editing (not simply clinical care or traditional didactic teaching). Specific examples of the applicant’s accomplishments and talents in written communication must be included; clinical and teaching excellence alone is not sufficient. Letters should specifically address the desired attributes listed above. They must be original, signed documents and can be mailed with the application or separately.
Resident Editorial Board Fellowship Application

Application Deadline: July 11, 2016

Application Requirements
Please submit this completed application form, your CV, a cover letter, a one-page personal statement, two to three recommendations for ideas for future “Residents’ Perspective” columns, a sample publication, and two letters of reference from staff physicians. Preference will be given to a senior level resident (PGY3 or PGY4).

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If I am selected, I will be able to attend three Editorial Board and related meetings. Yes ☐ No ☐

If the applicant is selected, I agree to excuse him or her to attend at least three Editorial Board and related meetings.

Do you have any formal degree-bearing research training? Yes ☐ No ☐

Check off no more than three primary areas of interest:
- [ ] Resident and education issues
- [ ] Health policy (the underserved, crowding, etc.)
- [ ] Electronic publication (Web, etc.)
- [ ] Running a scientific publication (mechanics of peer review, copy editing)
- [ ] Methodology and design issues (critical appraisal of manuscripts)
- [ ] Physician issues (reimbursement, contracting, etc.)
- [ ] Other

Using the space below, please explain what you would like to accomplish, personally and professionally, during this fellowship with specific reference to the above interest areas.

Applicant Signature

If I am selected, I will be able to attend three Editorial Board and related meetings.

Program Director Signature

☐ Reference letters are enclosed. ☐ Reference letters are being mailed separately.

Submit Applications by July 11, 2016, to:
Michael L. Callaham, MD
Editor in Chief
Annals of Emergency Medicine
PO Box 619911
Dallas, TX 75261-9911
or
1125 Executive Circle
Irving, TX 75038-2522
Fax 972-580-0051

Questions should be directed to Lindsay Peters, Editorial Associate, Annals of Emergency Medicine, at 800-803-1403, ext. 3222, or by e-mail to lpeters@acep.org.