Role of core associate editor, *Clinical Medicine*

Terms of reference

- Be an established expert (clinician or researcher); experience in journal publishing is not essential.
- Duration of tenure is 3 years, renewable thereafter for a further 3 years.
- Handle up to 10 manuscripts per year, meeting >90% deadlines for sending for review/making decisions.
- Commission at least four articles per year.
- Invite and work with guest AE for CME section in your specialty (approximately one edition every 3 years).
- Suggest ideas for special issues and potentially act as guest editor for a special issue if it falls under your specialty.
- Support content for the ‘Research in brief’ section by identifying keynote publications in your specialty and working with the team to summarise the paper’s message.
- Submit one of your own manuscripts during your 3-year tenure.
- Be a champion for the journal, approaching potential authors, promoting journal to readers and raising the journal’s profile among the institutions and professional communities in which board members are active.
- Feed into and provide feedback on the strategy for the journal and assigned thematic area.
- Attend (in person or by dialling in) at least 75% of journal meetings.
- Note that performance metrics (turnaround times and attendance) will be monitored.