Policy on appointment, roles and responsibilities of Associate Editors

I. Preamble

Associate Editors are central to the function and purpose of the JBI. Through engagement with the Editors in Chief, the Editorial Board and the academic community, the Associate Editors guide the growth and development of the Journal and contribute to the breadth, depth and sophistication of its content.

II. Appointment of Associate Editors

Associate Editors will be identified and appointed in three ways:

1. According to identified area of current need. For example, the Journal may seek to appoint Associate Editors in areas where there is existing or developing interest and an increasing workload.
2. According to the broad vision and mission of the Journal. For example, the JBI could seek to appoint Associate Editors in fields or disciplines generally silent in bioethics but in which it seeks to stimulate interest, as well as to diversify geographic regions and perspectives represented.
3. According to opportunity. For example, where members of the Editorial Board become aware of exceptional scholars who may have an interest in contributing to the JBI in their specific areas of expertise, the possibility of engaging them as Associate Editors may be considered.

In order to facilitate the identification, appointment and role of Associate Editors, the subject will be a standing item on the agenda of the Editorial Board. The Editorial Board may request that the Editor(s) in Chief and/or Executive Committee identify areas where Associate Editors are needed and suggest specific individuals who might act as Associate Editors. In response to such requests the Editors in Chief and/or Executive Committee may make recommendations to the Board.

The Editors in Chief or Executive Committee may also identify areas of need and individuals who would be suitable candidates for Associate Editors. In these cases too the Editors in Chief or Executive Committee may put proposals and make recommendations to the Editorial Board.

III. Roles of Associate Editors

The JBI recognises that Associate Editors should not be over-burdened with the work of the Journal and should obtain some benefit from their participation in it. To this end each Associate Editor will be asked to discuss with the Chair of the Editorial Board a realistic approach to his or her role with clearly defined goals, and to make a written commitment detailing his or her anticipated work as an Associate Editor, including a limited-term appointment (typically of two years with the possibility of renewal).

The roles of the Associate Editors will include:

1. Editorial tasks

Participation in the editorial process, as described in more detail in the Guidelines for Associate Editors supplied by Springer. In brief:

- A manuscript is received by the JBI
- The manuscript is allocated to an Associate Editor
- Upon receipt of the manuscript the Associate Editor will usually invite reviewers and send the paper to them
- The Associate Editor will critically assess both the manuscript and the reviews
- The Associate Editor will then submit a recommendation and rationale to the Editors in Chief
- The Editors in Chief will then make the final decision regarding publication and complete the correspondence with the authors.
2. Invitation to submit manuscripts to the JBI
Encouragement of submission of high-quality, scholarly manuscripts of various kinds, including the following:

- Original research
- High impact papers from major scholars of international standing
- Review articles in a specific field

Details of the reviewing process for such articles will be elaborated in a separate policy but will be in accordance with JBI’s standards for peer reviewing.

3. Identification of reviewers who are willing to be included on the JBI database
Contribution to the ongoing expansion of the reviewer database.

4. Other roles
The roles of the Associate Editors may also include providing:

- Suggestions for themed issues
- Suggestions for symposia
- Cases for *In That Case*

IV. Suggested targets for Associate Editors

It is recognised that the targets for Associate Editors will vary from one area of expertise to another. The following figures are offered as a starting point for negotiations and may be revised as necessary:

1. Manuscripts
   - Original research: 2-4 manuscripts per year in the first instance, recognising that over time the JBI may have less need to invite the submission of papers, that many submissions are rejected and that the number of papers per Associate Editor will fall as the total number of Associate Editors increases.
   - High impact papers from major scholars of international standing: 1 every 1-2 years.
   - Review articles in that field: 1 every 2 years

2. New reviewers
   - 4 per year: 3 international and 1 from Australia/New Zealand

3. Other
   - Suggestions for themed issues: 1 suggestion every 3 years. Associate Editors are free to nominate themselves as guest editors for a themed issue (which will require a separate specific proposal).

For more information on the JBI, its editorial board, international board and peer-reviewing policy go to http://www.springer.com/medicine/journal/11673 or consult the JBI webpages at VELIM, University of Sydney