



POSITION DESCRIPTION: JDMS REVIEWER

Development of the clinical and research expertise of practicing sonographers to increase unique and important research in the field and accelerate scientific evidence for the use of sonography is a key element of the SDMS's Mission and Strategic Plan. Therefore, it is important to have qualified SDMS members and non-members serve as manuscript reviewers for the journal. A position description that provides the title, classification, essential functions/responsibilities, qualifications, term, travel required, and reporting structure is essential.

POSITION TITLE

Journal of Diagnostic Medical Sonography (JDMS) Reviewer

POSITION CLASSIFICATION

Volunteer – JDMS Reviewers (“Reviewers”) are appointed volunteers serving in an advisory capacity to the JDMS Editor-in Chief (Editor) and the Society of Diagnostic Medical Sonography (SDMS). No payment or honorarium is given to Reviewers in return for their time and expertise.

POSITION SUMMARY

Reviewers serve in collaboration with the Editor and Associate Editors to review manuscripts prior to publication and to provide meaningful feedback to JDMS authors. Being a Reviewer is an important first step toward other JDMS volunteer roles, including appointment to the JDMS Editorial Board, an Associate Editor position, or the Editor position.

POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To assist in the growth and development of JDMS authors, Reviewers are expected to:

- Complete Reviewer training upon application acceptance (or as new training becomes available);
- Serve as a peer reviewer on at least one article per year;
- Become familiar with JDMS publishing systems and procedures;
- Uphold the ethical expectations of the peer review process;
- Ensure the JDMS policies and processes are consistent with the *SDMS Board Policy: Diversity, Equity, and Inclusion [B.5.1]*
- Encourage colleagues and other contacts to submit articles; and
- Provide input on JDMS policies and processes, as requested.

POSITION QUALIFICATIONS

A Reviewer should have:

- An active interest in advancing scholarship in the sonography field;
- A strong command of the English language, including grammar and syntax; and
- Reliable internet access to facilitate use of the JDMS publication system.

Ideal candidates to serve as Reviewers will also have experience in reviewing or authoring articles for publication and have a network of colleagues involved with sonography research and practice.

POSITION TERM

Reviewers serve at the discretion of the JDMS Editor-in-Chief with feedback from the Associate Editors and will be assessed periodically based on:

1. The number of manuscripts reviewed;
2. Overall acceptance/decline rate;
3. Turnaround time; and
4. Quality of feedback provided.

Reviewers who have not or cannot fulfill the position expectations are removed from the list of Reviewers, but may be invited to reapply when their schedule allows for more participation. Reviewers who wish to discontinue Reviewer duties may remove themselves from the list of Reviewers at any time by written request to jdms@sdms.org.

TRAVEL

Reviewers are not required to travel on behalf of the JDMS or SDMS, and costs of travel will not be reimbursed unless written approval is obtained in advance from the SDMS CEO.

REPORTS TO

Reviewers receive feedback from the JDMS Editor-In-Chief; however, day-to-day interaction may also be with Associate Editors, Editorial Board members, or the SDMS staff.