

## Editorial Apprenticeship Programme Description

The IJQHC will appoint two trainee Editors to the IJQHC Editorial Apprenticeship programme. This will be a one-year apprenticeship for aspiring future editors of scientific journals commencing February 2021.

### Requirements of applicants

- Evidence of publications in peer-review journals
- Evidence of being a reviewer for a peer-reviewed journal
- Academic affiliation
- Participation in research or quality improvement programmes
- Experience of editing papers

### Expectations of Editorial Apprentices

- Join Editorial Officer calls, as scheduled
- Once a month join a call to discuss papers being handled and walk through these papers on ScholarOne with the supervising Deputy Editor
- Join the Council of Scientific Editors. IJQHC Communications will sponsor all membership dues and fees
- Attend the ISQua conference in Florence in July 2021, registration fee's will be covered by ISQua.
- Complete training on ScholarOne

### Editorial Tasks

- Handle papers at the Associate Editor level with Editor in Chief and supervised by a Deputy Editor – 2 papers (1 per month)
- Papers will be allocated as per interest area
- Write one editorial for the year
- Soliciting review pieces
- Participate in a once a month call to discuss papers with the Editor in Chief and/or Deputy Editor
- Keep a running log of the in-progress and completed activities.
- Write a reflective piece at the end of the year

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### **Editorial Role**

The duties and responsibilities of an Apprentice Editor include:

- Working within the ScholarOne online manuscript tracking system to facilitate peer review of manuscripts assigned to you by the EIC
- In consultation with the EIC or DE, recommending immediate rejection of papers that do not merit external peer review
- As an Apprentice Editor, you will invite (initial contact only) potential reviewers until two are secured through the ScholarOne System
- Reviewing recommendations from reviewers and providing additional input if needed
- Making initial recommendations on manuscripts to the Deputy Editor - revise/accept/reject recommendations.
- Notifying editorial office when out of touch for an extended period of time
- Participating in the regular DE Calls
- Attending Editorial Board meetings at ISQua conference
- Attending Editorial team building events
- Supervising the LMIC mentoring programme

### **Upon completion of the program participants will receive:**

- Certificate of Completion from the Editorial Office
- Editor in Chief and Deputy Editor support in applying to Editorial Boards.