

BRITISH ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS

British Journal of Oral and Maxillofacial Surgeons and Advances in OMFS

Associate Editors: Outline of duties

This document outlines the appointment process for BJOMS and ADOMS Associate Editors from July 2024 onwards. TORs for current Associate Editors are outlined below.

UK based Associate Editors shall be BAOMS Fellows in good standing. Overseas Associate Editors shall be members of their country's OMFS Association and must accept to become BAOMS members upon acceptance of their role.

The Associate Editors are appointed by the Editor-in-Chief with the consent of the Deputy Editor and following an interview chaired by the EIC (with participation of the Deputy Editor). The number of AEs is non-exhaustive, but it should be around 15 for BJOMS/ADOMS. Once the EIC identifies a need for an AE, a formal EOI will be circulated via BAOMS office and via our international collaborators.

The term of office for Associate Editors will normally be five years, based on a (desktop only) annual review process and performance by the Editor in Chief. The term can be renewed for 5 additional years, with the agreement of EIC, DE and AE.

Performance review will be subjective (number of manuscripts handled, time to completion, % of acceptance/rejections) and objective (quality of reviews, engagement, invitational manuscripts).

Outline of duties:

- i The Associate Editors shall work under the direction of the Editor in Chief.
- ii The Associate Editors will follow the overall strategic direction of the Journal under the direction of the Editor in Chief.
- iii The Associate Editors shall work closely with the Editorial Administrative Team (Editorial Assistant, Biostatistical advisor and the Technical Editors).
- iv The Associate Editors shall attend the BJOMS/ADOMS 6-monthly editorial board meetings (either face to face or virtually). Ideally, the AEs should attend both meetings, but the must attend one per annum as a minimum.
- v BAOMS will re-imburse travel to meetings and other approved meetings using pre agreed guidelines.