

Deputy editor job description

Last updated: 8 October 2024

The role of the deputy editor is to provide support to the editor(s)-in-chief in furthering the aims and objectives of the journal. The deputy editor will undertake the usual duties of an associate editor in terms of handling manuscripts and will have several additional activities.

Tasks and responsibilities

1. Serve as the main editor in charge of commissioning editorials
2. Attend regular once-monthly meetings with the editor(s)-in-chief when possible
3. If neither is available, deputise for the editor(s)-in-chief as needed at meetings with LabMed committees and publishers of the Annals (currently SAGE)
4. Deputise for the editor(s)-in-chief if unavailable for a prolonged period by assisting with assigning submissions to an appropriate AE
5. Contribute to setting strategic direction for the Annals in meeting the needs of the readership and the laboratory medicine community more widely
6. Contribute ideas and innovation that will allow the Annals to perform strongly in comparison to competitor journals

General editorial board duties

- Act as an ambassador for the Annals by encouraging potential authors and readers
- A commitment to uphold best practices in publication ethics
- Attending a once-yearly editorial meeting (virtual attendance possible)

Term of membership: 3 years, with the possibility of extensions