

Deputy Editor's Responsibilities

The duties and responsibilities of the Deputy Editor ("Deputy Editor") of the *Annals of Allergy, Asthma & Immunology* (the "*Annals*") shall include, but not be limited to, the following:

1. Maintaining regular involvement with the editorial team to produce a short- and long-term plan for content in terms of soliciting specific original articles from specific authors in specific clinical areas as assigned by the Editor-in-Chief.
2. Overseeing the solicitation of clinically relevant non-source content.
3. Participating in the development and implementation of fair and consistent priority scoring system to be used by each AE at the decision point of the first submission.
4. Providing oversight and direction to Associate Editors, as needed.
5. Working with the Editor-In-Chief and editorial staff on dissemination of the *Annals* (including social media), as well as in putting together the monthly issue of the journal.
6. Shepherding three (3) issues per year on a defined topic (in consultation with the Editor-In-Chief and other Deputy Editors) by:
 - (a) Identifying the topic.
 - (b) Identifying/inviting/securing authors to write at least three (3) review/perspective articles for each of these issues.
 - (c) Writing or recruiting an author to write one (1) editorial for each of these issues.
7. Writing at least one (1) additional editorial per year.
8. Recruiting authors to write general review articles and contribute to the consensus among the editorial team about which topic areas and specific topics we will solicit and publish.
9. Assisting in the development of clinical practice features including vignettes, clinical reasoning, clinical pearls, etc. highlighting clinical problems likely to be seen in A/I clinicians' office settings.
10. Evaluating and recommending reviewers and editorial board members for the *Annals*.
11. Providing input for developing standards for reviewers and assisting in the recruitment and training of new high-quality reviewers. To this end, the Deputy Editor shall:
 - (a) Ensure the online ranking system to rank reviewer performance is completed for every review.
12. Evaluating manuscript submissions in a timely fashion, making decisions on peer-review (deciding to send out for peer review, as well as acceptance/rejection of manuscripts). Manuscripts should be evaluated by the editor within three (3) days of being assigned (i.e., within three days of being assigned, the editor will send the manuscript out for review, outright reject, or outright accept).
13. Guaranteeing a timely decision on manuscripts (less than twenty-four (24) days to first decision), even if this requires the editor to perform the written peer-review. To ensure this, Deputy Editor will:
 - (a) Shepherd specific submissions through the review process as assigned by the Editor-in-Chief.
 - (b) Oversee final decisions on manuscripts with disputes or controversial decisions, in consultation with the Editor-In-Chief.
 - (c) Provide final editorial oversight for manuscripts where the Editor-In-Chief is unable to perform these duties (due to conflict of interest, etc.).
 - (d) Make a decision within two (2) days of all reviews being received, for manuscripts that have undergone peer review.
 - (e) Provide clear written explanation of decision in communications to the Editor-In-Chief and/or other Deputy Editors.
14. Participating in weekly conference calls with the Editor-In-Chief and editorial office, as well as participating in additional conference calls and in-person meetings of the complete editorial team. These additional calls and meetings are anticipated to be ten (10) calls and two (2) in-person meetings per year; this is subject to change per the editorial needs of the journal.
15. Performing such other duties as the Editor-in-Chief may assign from time to time.

16. Being prepared to assume the duties of the Editor-in-Chief if he or she becomes unavailable for any reason, until such time that either he or she returns to duty or the Publication Committee pursues other solutions.
17. Acting as ambassadors for the *Annals*, including representing the *Annals* at meetings, as needed by the Editor-In-Chief.
18. Developing new initiatives to further the reach of the *Annals*, in conjunction with the Editor-In-Chief.
19. Performing all duties in accordance with ACAAI's bylaws, rules, regulations, policies, and budgets, as adopted from time to time by the Board, as they may relate to him or her as Deputy Editor.