

Associate Editor's Responsibilities

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

1. 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.
2. Shepherding three (3) issues per year on a defined topic (in consultation with the Editor-In-Chief and 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.
3. Writing at least one (1) additional editorial per year.
4. 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.
5. Assisting in the development of clinical practice features including vignettes, clinical reasoning, clinical pearls, etc. highlighting clinical problems likely to be seen in AI clinicians' office settings.
6. Evaluating and recommending reviewers and editorial board members for the *Annals*.
7. Providing input for developing standards for reviewers and assisting in the recruitment and training of new high-quality reviewers. To this end, Associate Editors shall:
 - (a) Ensure the online ranking system to rank reviewer performance is completed for every review.
8. 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).
9. 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, Associate Editor will:
 - (a) Make a decision within two (2) days of all reviews being received, for manuscripts that have undergone peer review.
 - (b) Provide clear written explanation of decision in communications to the Editor-In-Chief and/or Deputy Editors.
10. Participating in conference calls and in-person meetings of the editorial team. Anticipated commitment is ten (10) calls and two (2) in-person meetings per year; this is subject to change per the editorial needs of the journal.
11. Performing such other duties as the Editor-in-Chief may assign from time to time.
12. Acting as ambassadors for the *Annals*.
13. 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 Associate Editor.