



Editorial Board Terms of Reference

ROLE

- To promote, review and publish a journal with professional articles representing evidence-based practice, research, future trends in both practice/technology and represent all three disciplines of Sonography.
- To provide specific and meaningful current professional information.

RESPONSIBILITIES

This committee is responsible for

- Establishing guidelines for article submission
- Establishing guidelines for advertising
- Coordinating the editorial process to revise, accept and publish articles that are relevant to the practice of the Canadian Sonographer

Editor in Chief

- Appointed by Board
- Coordinates editorial process meetings
- Maintains records of all *editorial board business*.
- *Schedules* and coordinates issue content to ensure equal representation for all sonography disciplines, submission types (case reports, book reviews etc.) and compliance with the publisher's production schedule
- Coordinates the production of the journal with the publisher and the head office
- Coordinates editorial evaluations and comments
- Schedules editors review requirements and assigns special project reviews, i.e. book reviews
- Is the editorial board's conduit between the Board of Directors and the Publisher
- Is the final review of all draft submissions and production issues
- Ensure the accuracy of the information on the Sonography Canada website and report errors to office

Editors/Reviewers

- Peer review the applicable abstracts and papers
- promote the CJMS in their discipline and locale
- solicit and promote submissions to the CJMS in their discipline and locale
- complete all assigned editorial responsibilities
- assist in design, maintenance and renewal of CJMS editorial processes and documentation

- participate in all editorial meetings
- Ensure the accuracy of the information on the Sonography Canada website and forward errors to editor-in-chief

Segment Editor

- Propose and develop new sections of the Journal that focus on topics that are relevant to practice, timely and of interest to sonographers regardless of specialty.
- Solicit and promote submissions to the CJMS that are consistent with the overall quality and calibre of the Journal
- Review articles that while not evidence-based and peer reviewed, offers significant value for Sonography Canada members.
- Promote the CJMS within the discipline of sonography
- Complete all assigned editorial responsibilities
- Assist in the design, maintenance and renewal of CJMS processes and documentation

MEMBERSHIP, TERMS AND VOTING

- 12 members
- Must be active credentialed Sonography Canada members
- Editor in Chief appointed by Sonography Canada Board
- 3 sonographers from each discipline (cardiac, general, vascular) if possible
- 2 Sonography educators
- Board liaison appointed by Board but not necessarily the Editor in Chief

BOARD LIASON

Editor-in-chief reports to the Sonography Canada Board

CHAIRPERSON

Editor in Chief

FREQUENCY OF MEETINGS AND MANNER OF CALL

- Tele/ online conferences
- Face-to-face meeting once per year
- Meetings will be posted at a minimum of 2 weeks prior to the date
- Attend all set meetings

COMMITTEE REPORTS TO

Sonography Canada Board of Directors

QUORUM

As per standard

RESOURCES

- Professional practice coordinator
- Publisher

DATE OF LAST REVIEW – June 2014