



# SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

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## JDMS Reviewer Position Description

### POSITION TITLE

*Journal of Diagnostic Medical Sonography (JDMS) Manuscript Reviewer*

### POSITION CLASSIFICATION

Volunteer – JDMS Manuscript Reviewers (“Reviewers”) are appointed volunteers serving in an advisory capacity to the JDMS Editor-in Chief and the Society of Diagnostic Medical Sonography (SDMS). No payment or honorarium is given to Reviewers in return for their time and expertise.

### POSITION SUMMARY

Reviewers serve in collaboration with the Editor-In-Chief and Section Editors to review manuscripts prior to publication and to provide meaningful feedback to JDMS authors. Being a Reviewer is an important first step toward other JDMS volunteer roles, including appointment to the JDMS Editorial Board, a Section Editor position, or the Editor-in-Chief position.

### POSITION ESSENTIAL FUNCTIONS/RESPONSIBILITIES

To assist in the growth and development of JDMS authors, Reviewers are expected to:

- Participate in Reviewer training via on-demand webinar;
- Serve as a peer reviewer on at least two articles per year;
- Become familiar with JDMS publishing systems and procedures;
- Uphold the ethical expectations of the peer review process;
- Encourage colleagues and other contacts to submit articles;
- Provide input on JDMS policies and processes, as requested.

### POSITION QUALIFICATIONS

A Reviewer should:

- Have an active interest in advancing scholarship in the sonography field;
- Have a strong command of the English language, including grammar and syntax;
- Have reliable internet access to facilitate use of the JDMS publication system.

Ideal candidates to serve as Reviewers will also have experience in reviewing or authoring articles for publication and have a network of colleagues involved with sonography research and practice.

Interested Reviewers may apply at any time using the [JDMS Reviewer Application Form](#).

## POSITION TERM

Reviewers serve at the discretion of the JDMS Editor-in-Chief and will be assessed periodically based on: 1) the number of manuscripts reviewed, 2) overall acceptance/decline rate, 3) turnaround time, and 4) quality of feedback provided. Reviewers who have not or cannot fulfill the position expectations are removed from the list of Reviewers, but may be invited to reapply when their schedule allows for more participation. Reviewers who wish to discontinue Reviewer duties may remove themselves from the list of Reviewers at any time by written request to [jdms@sdms.org](mailto:jdms@sdms.org).

## TRAVEL

Reviewers are not required to travel on behalf of the JDMS or SDMS, and costs of travel will not be reimbursed unless written approval is obtained in advance by the SDMS Chief Executive Officer.

## REPORTS TO

Reviewers receive feedback from the JDMS Editor-In-Chief; however, day-to-day interaction may also come from Section Editors, Editorial Board members, or the SDMS staff.