

Date: October 5, 2020

POSITION AVAILABLE (FULL TIME)

EDITORIAL COORDINATOR FOR *Indian Journal of Medical Ethics (IJME)*

IJME is a peer reviewed, indexed journal on healthcare ethics and humanities published by the Forum for Medical Ethics Society (FMES) from Mumbai since 1993. It publishes articles continuously OnlineFirst; and Print and Online issue every three months. For more information on the IJME & FMES, please visit “About-Us Pages at the www.ijme.in and <https://fmesinstitute.org/>

WORK RESPONSIBILITY OF EDITORIAL COORDINATOR (EC):

Main work of the EC is to assist the honorary editors in the assessment of the manuscripts received for publication using the peer review system; and take full responsibility for **the online and print publishing of the journal**.

The manuscript management with peer review and editorial approval follows a strict protocol laid down by the journal. The EC is the chief operator of this protocol. In this process, the EC will be *coordinating with* the Editor and Working Editors, the Peer Reviewers and authors. The EC will be doing *copy editing* and also coordinating with the hired copy editors for the manuscripts approved for publication.

The Online publishing demands some sophisticated management of the website and provision of information to the indexing agencies like PubMed, MedLine, Scopus, the Philosophers’ Index. The *print publishing* involves putting together an issue, coordinate with the agency doing lay out and the printer.

ELIGIBILITY

Since the work involves editorial management and publishing, the candidate must have **excellent command over English language** and aptitude for doing such work. Good understanding of website management, web-publishing and interest in expanding skill in that field will be necessary. The IJME is a multi-disciplinary academic journal in the field of health, and hence, the minimum qualification needed is post-graduation in any discipline with over 50% marks.

FULL TIME WORK

The EC is expected to work five days a week out of the journal’s office, but may work from home under special circumstances, with prior permission from the Editor.

The EC will be **reporting** to the editor for all aspects of the editorial and publishing work and administratively reporting to the publisher, the FMES. The EC may also be called upon by the FMES to assist in some of its activities.

The salary will be consolidated and negotiable. **The probation period** is from 3 to 6 months, with the first evaluation for confirmation taking place just before the three months.

Please mail your updated CV with a covering letter to ijme.editorial@gmail.com with “APPLICATION FOR EDITORIAL COORDINATOR” as the subject head by OCTOBER 20, 2020. **The virtual interview** of the shortlisted applicants will be carried out from 25 to 30 October, 2020.