Procedure for Requesting Editorial Support

The Anesthesiology Department can provide Department faculty with editorial assistance for research manuscripts being submitted to peer reviewed journals. Editorial assistance on grant applications being submitted to major foundations or government funding agencies will also be considered.

When requesting editorial support, please provide the following information:
1. Working title of manuscript or grant
2. Primary and senior authors
3. Manuscript's abstract or grant summary
4. Target journal or funding agency
5. Nature of help needed/requested (examples: format for submission, read/edit for clarity and consistency, check for compliance with instructions, assist with resubmission – analyze reviews and check point-by-point response)
6. Pertinent deadline(s)

All requests for editorial assistance will be reviewed by the Department's Vice Chair for Faculty Affairs and prioritized. As resources are limited, we may not be able to fulfill all requests. Priority assignment will be based on:

- Likely external impact for the primary author and for the Department. For example, research papers and structured review articles in high impact journals will receive the highest priority.
- Impact of the publication on the faculty member's career development and impending promotion.
- Alignment of work with Departmental priorities.
- All other things being equivalent, papers that are being revised/resubmitted will be prioritized over initial submissions.

Further:
- Junior faculty will receive priority over senior faculty.
- No faculty member can have more than one paper 'in the queue' at any one time.
- If a senior faculty member's junior faculty mentee has a paper 'in the queue,' then a separate request from that senior faculty member will not be considered.
- When the same senior faculty mentor has several junior faculty members who want assistance at the same time, the senior faculty member will be asked to determine their relative priority.
- In some circumstances, priority order may be adjusted as new requests are received.

Faculty with papers 'in the queue' will be regularly notified as to the status of the work.