Scottish Universities Medical Journal
Committee Roles & Responsibilities

Term Lasting: April 2012 – April 2013 (2 issues of SUMJ)

- **Deputy – Editor**

The deputy editor is expected to help the Editor in editing, reviewing and writing content for publication. They will help to improve the organization and flow of content, help to ensure that there are no grammatical, punctuation, spelling or syntax errors in content that is being made ready for publication. They verify dates and facts and make sure that the content is accurate. This person will have more direct contact with the editor than other committee members to ensure that each issue is produced to a high standard.

- **Information/Technology Manager**

This person will be in charge of the SUMJ website. This will involve keeping the news section up to date and uploading each journal issue onto the site. They will liaise with Dundee IT services after being awarded this role to be shown how to manage the webpage.

- **Head Reviewer**

This person will ensure that all reviewers submit reviews on time and document reviewer comments in an organized fashion on a word document. In the event that a reviewer does not complete a review they will be responsible for arranging another person to review the article.

They will then email all organized reviews on each article to the Editor and Deputy-Editor for decision making.

- **Formatting Manager**

This person will be in charge of all final published articles. They will arrange all accepted articles into the SUMJ journal format (which will be provided by editor), email drafts to the author(s) and make any adjustments as requested by the authors.

They will then email final articles to the Editor for journal formation.

- **Fund-manager and PR Representative**

This person will be responsible for raising funds for the Scottish Universities Medical Journal and will ensure that emails about submission deadlines and publication notifications are sent to students at the medical school. The will also speak directly to different years groups about the SUMJ deadlines/student project.