

Journal of Bioethical Inquiry

Policy on Appointment, Roles, and Responsibilities of Associate Editors

Associate Editors are central to the function and purpose of the *Journal of Bioethical Inquiry* (JBI). Through engagement with the Editors in Chief, the Editorial Board and the academic community, the Associate Editors guide the growth and development of the Journal and contribute to the breadth, depth, and sophistication of its content.

Appointment of Associate Editors

Associate Editors are identified and appointed in three ways:

1. *According to identified area of current need.* For example, the JBI may appoint Associate Editors in areas where there is existing or developing interest and an increasing workload.
2. *According to the broad vision and mission of the Journal.* For example, the JBI may appoint Associate Editors in fields or disciplines generally 'silent' or under-represented in bioethics but in which it seeks to stimulate interest, as well as to diversify geographic regions and perspectives represented.
3. *According to opportunity.* For example, where members of the Editorial Board become aware of exceptional scholars who may have an interest in contributing to the JBI in their specific areas of expertise, the possibility of engaging them as Associate Editors may be considered.

To facilitate the identification and appointment of Associate Editors, the Editors in Chief and/or Executive Committee will identify areas where Associate Editors are needed and/or suggest specific individuals who might act as Associate Editors.

In response to such requests the Editors in Chief and/or Executive Committee may make recommendations to the Board regarding the appointment of Associate Editors or may put out an Expression of Interest calling for nominations to join the Editorial community of the JBI.

Terms of Appointment

Associate Editors are appointed to a 3-year term with the possibility of renewal with the agreement of the Chair of the Editorial Board.

The JBI recognises that Associate Editors should not be over-burdened with the work of the Journal and should obtain some benefit from their participation in it. To this end each Associate Editor is invited to discuss with the Chair of the Editorial Board a realistic approach to his or her role with clearly defined goals for the period of their appointment.

Roles of Associate Editors

The roles of the Associate Editors include:

- *Editorial tasks* (see Information for Editors)
 - *Soliciting submission of manuscripts to the JBI* from both major scholars of international standing and emerging scholars including Focus Articles, Review Articles, Current Controversies, Original Research, and Responses.
 - *Developing proposals for Symposia and Special Issues* (see Information for Guest Editors for Symposia and Special Issues)
 - *Soliciting submission of proposals for Symposia and Special Issues*
 - *Contribution to JBI community* through: attendance at Editorial Board meetings; promotion of JBI at relevant academic and professional fora; and contribution to discussion and project-work regarding the mission and functioning of the JBI.
 - *Identification and registration of reviewers* who are willing to be included on the JBI database.
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