

## ***Editorial Policies***

### **Editorial Board**

The goal of the periFACTS OB/GYN Academy's Editorial Board is to develop and maintain good working relationships between the Editorial Board, potential writers, and the office staff.

The key responsibilities of the Editorial Board include:

- Bringing together a broad range of specialists within the obstetric and gynecologic field who can advise the periFACTS OB/GYN Academy on strategic planning.
- Acting as reviewers with an active interest in the success of the periFACTS OB/GYN Academy.
- Meeting periodically to evaluate the periFACTS OB/GYN Academy's health and overall goals.

### **Editor-in-Chief**

The role of the Editor-in-Chief sets the tone of office, while moving the program forward into new areas of education.

The Editor-in-Chief's typical duties include:

- Working with the Program Development staff and writers to select obstetric and gynecologic topics for the upcoming year.
- Contacting writers to gain their commitment to write articles for the periFACTS OB/GYN Academy and ensure that they submit their articles by the assigned deadline.
- Editing the first read of every article, and the last read to assure that the editing process has been completed.
- Running interference between the office staff and outside writers.
- Resolving issues of clarity and accuracy with the writers as they pertain to their articles.
- Producing a monthly educational video.
- Writing a monthly Pause for menopause article.
- Chairing weekly editorial meetings where clinical case studies and review tests are reviewed for clarity and accuracy.

## **Medical Associate Editors**

The Editor-in-Chief delegates work to the Medical Associate Editors that includes, but is not limited to, editing all of the articles and educational materials published by the periFACTS OB/GYN Academy (educational materials include clinical case studies, educational videos, supplementary materials, and textbooks); writing articles for the periFACTS OB/GYN Academy; and performing other duties the Editor-in-Chief deems necessary.

## **Clinical Associate Editors**

The Editor-in-Chief delegates work to the Clinical Associate Editors that includes, but is not limited to, developing and writing clinical case studies and review tests, which are provided as an educational supplement to each article published by the periFACTS OB/GYN Academy.

### Article/Case Study Review Process

