

Role Description and Eligibility Requirements for IPEM Professional Contributor

Role	Commissioning Editors, Scope magazine (members of the Editorial Advisory Board (EAB) for Scope)
Term of Office	3 years
No of Meetings	Quarterly (remote) online Editorial Board Meetings Need to contribute to teleconferences and 1-1 calls with the employed Editor throughout the year in order to maintain the flow of articles to the magazine.
Appointment starts	As soon as possible
Description of the role	<p>Scope is IPEM's member magazine and is well-read and appreciated by members. The Editorial Advisory Board supports the Editor and ensure that Scope meets members' needs for interesting, relevant and exciting articles in the field of physics and engineering applied to medicine.</p> <p>The role of the Commissioning Editors is to be responsible for:</p> <ul style="list-style-type: none"> • Identifying issues, developments, innovations and key individuals in their area • Identifying potential authors (both members and non-members) and topics suitable for the magazine • Commissioning articles from authors, passing information re articles and authors on to the Editor and Chair, and supporting the employed Editor to follow up on delivery if necessary • Helping the Editor to identify and source suitable images to be used with commissioned articles • Liaising with the employed Editor and Chair to agree themes for issues and to ensure a suitable flow of articles for their section • Working closely with the other commissioning editors to coordinate content in line with themes, under the guidance of the magazine Editor • With the Chair the Editor and IPEM, reviewing and updating the strategy for the development of Scope magazine through the quarterly EAB meeting. • Commissioning at least one article every two issues i.e. in a 6-month period <p>Commissioning Editors are NOT responsible for:</p> <ul style="list-style-type: none"> • Proofreading, sub-editing, editing, titling or proof-reading articles • Dealing with copyright or permissions issues • Design, layout, structure or 'house style' of Scope

Eligibility Requirements

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Membership	Fellow or Full Member of IPEM
Experience	Experience of writing and/or publishing is desirable but not essential.
Skills/Attributes	Enthusiastic, good communicator, able to build good relationships with authors, network of contacts in relevant field.