

March 10, 2025

***JOURNAL OF THE CANADIAN ASSOCIATION OF GASTROENTEROLOGY* EDITORIAL FELLOWSHIP**

**Applications due:** May 23<sup>rd</sup>, 2025

**Position start date:** July 1<sup>st</sup>, 2025

**Length of position:** One year

The *Journal of the Canadian Association of Gastroenterology (JCAG)* is pleased to announce an opening for an early career editorial fellow, with the position to begin on July 1<sup>st</sup>, 2025.

About the journal

The *JCAG* is the society's official peer-reviewed, fully open access journal to promote research conducted in the industry.

*JCAG* publishes original clinical and translational research papers, systematic reviews and meta-analysis, state-of-the-art review articles from international experts, clinical guidelines, images, and editorials focusing on the etiology, diagnosis, and treatment of gastrointestinal and liver disorders. *JCAG* is committed to improving the care of adults and children, in Canada and throughout the world.

About the fellowship

The Editorial Fellowship will provide the opportunity to obtain insight into the peer review process and the functioning of a society journal by shadowing experienced journal editors. Participants will be provided with a direct and immersive experience in how a manuscript is handled, from submission to final decision. This will include the opportunity to critically review papers, supervised by experienced assigned editors who will serve as mentors. The fellow will enhance skills in recognizing the characteristics of well-conducted research and to detect flaws and biases in design, statistical analysis, data interpretation that compromise the quality of research. Through interaction with current associate editors and editorial board members, the fellow will learn the roles and responsibilities of editor, reviewer, and publisher to gain a broad understanding of the scientific publishing process.

The fellow will work closely with the journal's Editor-in-Chief, Eric Benchimol, and the Associate Editors to develop their editorial skills. Each fellow will collaborate on approximately 4-6 manuscripts over the course of one year. The process will include screening manuscripts for appropriateness, identifying reviewers, making an editorial decision based on reviews, and guiding the manuscript through to publication if accepted. The candidate will also participate in monthly meetings with their mentor to ensure goals are met.

Finally, the fellow will attend monthly joint meetings between the Editor-in-Chief and the Publisher (Oxford University Press) to learn about the publishing process, scientific priorities, direction-setting, advertisement, and other aspects of the scientific publishing industry. Upon successful completion of the fellowship, the Editorial Fellow will be offered a position on the journal's editorial board.

Selected activities will include:

1. Completion of Editorial Board reviewer training.
2. Review of selected manuscripts, in consultation with editors.
3. Authorship of an editorial article on their experience and/or a topic of interest to be published in *JCAG*.
4. Attendance at virtual Editorial Board meetings twice per year.
5. Attendance at the in-person Editorial Board meeting at Canadian Digestive Diseases Week™ (February 27<sup>th</sup> to March 1<sup>st</sup> 2025, Toronto, ON).
6. Attendance at monthly joint publisher and Editor-in-chief meetings.
7. Final presentation to demonstrate what was learned during the program, and ways in which the program could be improved at a *JCAG* Editorial Board meeting.

### Eligibility

The fellowship is open to CAG Trainee members.

Qualified candidates should have experience serving as journal referees/reviewers but should not have had prior experience of rendering final decisions on manuscripts' acceptability. We also look for evidence of a broad perspective, good judgment, exceptional communication skills, and strong management skills, as well as a commitment to equity, diversity, and inclusion.

Clinicians (MD, RN or other clinical degree) and scientists (doctoral trainees or above) are welcome to apply. However, candidates should be aware that *JCAG* is primarily a clinical journal. Therefore, experience in clinical research and care of patients is an asset.

*JCAG* strives for diverse and inclusive representation among the journal editorial team and the editorial board, who serve key leadership roles for the field. We are committed to creating and maintaining a broadly inclusive environment that encourages participation and leadership of women, LGBTQ2S+ individuals, people of color, Indigenous people, scholars with disabilities, and individuals from other marginalized groups.

### How to apply

All applications should include the following:

- A letter of interest not exceeding two pages should describe the applicant's objectives for the fellowship and what strengths they bring to the position. They should describe their familiarity with and their experience of *JCAG* (e.g., as a reader, referee and/or author), as well as to detail their experience with peer review. The letter should include details on the candidate's area of interest within clinical gastroenterology and gastroenterology research (which will be used to assign the successful fellow to an associate editor in their field of interest). The letter should also include a statement regarding how the applicant is advancing issues of inclusion, equity, and diversity, and how participating in the fellowship can help fulfill their career goals.
- A curriculum vitae.
- A letter of recommendation from the applicant's supervisor/Program Director that speaks to the applicant's potential for leadership and that confirms the applicant has available time to participate in the program.

Application materials are due to Paul Sinclair, Managing Editor, *JCAG* ([Paul.Sinclair@insinc-consulting.com](mailto:Paul.Sinclair@insinc-consulting.com)) by May 23<sup>rd</sup>, 2025 and should be submitted as a single PDF file. The top candidate will be notified of their successful application by June 13<sup>th</sup>, 2025.

For further information or any questions, please contact Paul Sinclair ([Paul.Sinclair@insinc-consulting.com](mailto:Paul.Sinclair@insinc-consulting.com)).