

The *Collection Forum* Associate Editors (AE) duties are list below. See the Collection Forum page at the SPNHC website <http://www.sphhc.org/20/collection-forum> and at Allen Press (<http://collectionforum.org/?code=pnhc-site>) for information about the journal. Please contact the managing editor at editor@sphhc.org for more information about the role of associate editor.

- AEs are assigned one or two manuscripts in their area of expertise (or maybe even slightly outside of their area) per issue
- AE identifies two appropriate reviewers. Reviewers can be suggested by author and/or picked from a cited author in the ms, who published in the field within the last 7-10 years.
- AE solicits review from identified potential reviewers (form letter provided)
- AE makes sure all information is “blind,” i.e., changes the documents so that the author and reviewers are anonymous, which includes the track changes and comments parts
- AE sends the reviewer: reviewer instructions, a reviewer form, the manuscript, figures, any other associated materials
- AE sends reviewers a gentle reminder of their due date 3 days in advance
- AE reviews the reviews, collates the reviews to be sent to ME, suggests a decision based on the reviews, and records this information in a spreadsheet
- AE checks ms, references and figures and tables for proper formatting at the time of initial acceptance of ms for publication or upon accepting the revised ms for publication
- AE will be a third proof reviewer, with the author and ME being proof reviewers 1 and 2
- AE will be identified on the first page of the published article as being the Associate Editor for that article