

## ANC Board Member Responsibility Options

All members of the ANC Editorial Board are required to actively engage with the journal and the neonatal community at large. To that end, each year we ask Board members to do one of the following:

- Serve as a Section Editor for the journal

OR

- Review 4 – 5 manuscripts per year

**Additionally, all members must choose an annual special project from the list below.** During the annual Board member renewal process, please review the list below and reply to [anc@publishingsolutions.net](mailto:anc@publishingsolutions.net) with your chosen selection.

### Annual Special Projects (Choose 1)

#### Mentorship

- Mentor a less-experienced author as assigned by co-editor or in collaboration with a colleague. Mentorship should result in at least one ANC submission. **Minimum of one author annually.**
- Mentor a less-experienced author to add visual items. For example, creating figures, adding color to figures, making tables more visually appealing, and adding video abstracts to enhance the readability and usability of a manuscript.

#### Community Engagement

- Participate in ANC social media by posting to or tagging our Twitter, Facebook, or Instagram pages. **Minimum 4 – 5 times annually.**
- While at a neonatal conference you are already attending: (1) Solicit manuscripts for ANC using postcards with authorship information. This would include speaking with authors of posters and podium presentations about publishing their scholarly work in ANC. (2) Provide the editors with a list of podium/poster presenters you spoke with so personalized follow-up letters can be sent to each presenter.

#### Writing Projects

**Note: All writing projects would be mutually agreed upon with Deb/Jackie/Ariel, and a target deadline would be negotiated.**

- Write a guest editorial as appropriate to your interest or expertise.
- Write the Introduction/eTOC message for one of the issues published in the next calendar year (high level overview of the articles in an issue, plus two blurbs to highlight our designated CE/social media articles).
- Contribute to the quarterly ANC reviewer newsletter with a topic appropriate to your interest or expertise.
- Write a letter to the editor that encourages membership participation in ANC such as one that speaks to the role of the Editorial Board. Or another example – how to turn a QI project in their unit into a manuscript for submission/review.

- Write procedural documentation for the ANC Editorial Board on reviewing articles, mentorship, or another topic.
- Contribute to the [Reviewer Guidelines](#) by editing the current document for revisions or otherwise writing supplementary guidance or crafting tools to help assess papers.
- Collaborate with the editors as a guest editor for a journal supplement or for a special issue (topic to be developed in coordination with Deb and Jackie).

#### Teaching Toolkits

- NANN has asked for ANC's assistance in updating their Family Teaching Toolkits, which are typically made available in the NANN online store. Participants in this project would work with NANN and other Editorial Board members to update the toolkits.
- Update one teaching toolbox annually.