



Policies and Procedures

Updated/approved 2/2025

Under: COMSEP Publications

COMSEP Feature in *Pediatrics*

The American Academy of Pediatrics (AAP) has granted the Council on Medical Student Education in Pediatrics (COMSEP) a column in the journal, *Pediatrics*. Originally called the *Perspectives Column*, now called the *Monthly Feature*, COMSEP has advanced its strategic plan through this initiative in the following ways:

- providing a platform for review and dissemination of scholarly work
- promoting professional development opportunities beyond the annual meeting
- creating an intellectual community
- promoting the scholarship of medical education
- developing accessible resources that all clerkship directors can use for local faculty development

COMSEP has been given editorial authority over these manuscripts and has developed a rigorous internal review process. COMSEP as an organization is expected to submit an edited, polished, and publication-ready manuscript by the following three deadlines: January 15, May 15 and September 15 of each year. The final burden of ensuring the timely submission of an appropriate manuscript rests with the Editor-in-Chief with subsequent editorial oversight from other members of the Editorial Board of Pediatrics.

The COMSEP Editorial Board consists of eight (8) editors, one of whom is Editor-in-Chief. The Editor-in-Chief is selected from the current editors, through the process of self-nomination. Based on the nominations, and input from the editors, the Editor-in-Chief will submit the name of an individual for the next Editor-in-Chief to the Executive Committee for approval. The Editor-in-Chief, in consultation with the Editorial board, will select the editorial board members from applications solicited from COMSEP members, and base the selection on the experience of nominees in writing and reviewing education publications (see Appendix A for Application). The Editor in Chief will present these names to the Executive Committee for final approval. One of the 8 members shall be nominated by the COMSEP Executive Committee and shall be an active member of the Executive Committee, who has experience as a manuscript writer and ideally has co-authored a previously published paper in the *Monthly Feature* column.

Duration of Membership: Each Board member shall be appointed for a term of three or four years with the possibility of reappointment of their term. Terms should be staggered so not all members rotate off at the same time. The Editor-in-Chief is appointed for a four-year term with the potential for a single reappointment of their term, as approved by the Executive Committee.

- **Function of the Editorial Board: Solicitation and selection of manuscripts**
 - Periodically, the editorial board will place a call to the COMSEP membership for abstracts that may be considered in the column. After review of abstracts, the board will select several with the greatest potential to advance forward to full manuscript form.
 - Acceptance by the Editorial Board to write a manuscript does NOT guarantee publication. Articles may be written by members of the Editorial Board or by members of COMSEP not on the Editorial Board. Authors are limited to three and the lead author must be a member of COMSEP. The Editor-in-Chief may solicit contributions on a particular topic from the general COMSEP

- membership, a particular collaborative, or individual member depending on the need or the specificity of the manuscript planned.
- Editing of manuscripts: If an abstract is advanced to full proposal, the editorial board member(s) will work with the authors to shape the final manuscript into a form that is likely to be accepted.
- Editor-in-Chief – will also be responsible for:
 - Communicating with the authors.
 - Ensuring that the authors sufficiently address the Editors’ and reviewers’ comments.
 - Placing the manuscript in queue for publication.
- Having “back up” manuscripts ready in case the manuscript in queue is not ready to be published. Authorship: The rules for authorship for *Pediatrics* will be followed.
- Oversight: The Editor-in-Chief will submit and report to the Executive Committee at each Annual Meeting. The report will contain the names of authors, articles submitted, and updates on the timeline of potential future manuscripts as well as the names of members due to rotate off the editorial board. Should the Editor-in-Chief fail to meet the *Pediatrics* guidelines, he or she may be replaced by a majority vote of the Executive Committee.
- Support: The editorial board is envisioned as a self-sufficient entity. Degnon associates will provide logistical assistance. COMSEP will not pay for any reprints or color printing in *Pediatrics*.

Appendix A

Editorial Board Application

Individuals interested in becoming a member of the editorial board should submit a letter of interest and complete the application.

Member terms are for 3 or 4 years.

Activities:

- Encourage COMSEP membership to submit proposals for publication
- Review submissions and provide feedback to members who have submitted a proposal
- Participate in selection of final submissions
- Review policies and procedures related to the feature
- Meet on a monthly basis

Sample application:

Applicant Name; Institution; Email

Number of years in COMSEP:

Do you anticipate maintaining COMSEP membership and annual meeting attendance for the next 5 years?

Yes / No / Unsure

Please briefly state your interest or reason(s) for seeking membership on the COMSEP Editorial Board.

Please briefly state your experience with writing and/or reviewing educational manuscripts

Please list your scholarly or other contributions to COMSEP (e.g. posters, workshops, committee service, leadership, other) and outside of COMSEP

What other skills or expertise can you offer to enhance the Editorial Board’s work to support COMSEP’s strategic goals?

_I understand that to be considered for membership on the Board, I must be up to date on my COMSEP dues