

## McMaster University Medical Journal 2025-2026 Editorial Board Application

The McMaster University Medical Journal is excited to recruit students to join our 2025-2026 team! We are seeking motivated and keen students with a passion for medical and scientific literature to contribute in Editorial and Reviewer capacities for the next edition of the MUMJ publication.

Please use this form to express your interest in applying for the **SUBMISSIONS EDITOR and/or EXECUTIVE EDITOR** positions. Below is a description of the roles:

1. **Submissions Editor** (*approximately 8 positions*)
  - a. Assigned 1-3 articles per academic year to shepherd through peer review and publication.
  - b. Responsible for liaising between authors, peer reviewers, and Executive Editors throughout the publication process; overseeing production of assigned articles; and conducting edits for content and grammar.
  - c. Successful applicants should have a strong background in writing and editing.
2. **Executive Editor** (*2 positions*)
  - a. Assigned 5-6 articles per academic year to oversee through peer review and publication.
  - b. Responsible for assisting Editors-in-Chief with submission review, assigning Reviewers and Submissions Editors to articles, and ensuring team members adhere to assigned deadlines.
  - c. Conduct final edits for content and grammar of assigned articles.
  - d. Successful applicants should have previous experience working with the MUMJ team, or with another scholastic publication.

Applications will be reviewed on a rolling basis in two rounds. The deadlines are as follows:

Deadline (Round 1): **August 8<sup>th</sup>, 2025 (11:59pm)**  
Deadline (Round 2): **September 19<sup>th</sup>, 2025 (11:59pm)**

Successful applicants will be notified of offers via email. For any questions or concerns, please contact [mumjeditors@gmail.com](mailto:mumjeditors@gmail.com). We thank you for your interest and look forward to reviewing your submission!

**Available roles and responsibilities:**  2025-2026 MUMJ Available Positions.docx

**Application Link:**

[https://docs.google.com/forms/d/e/1FAIpQLSdTAEVDsjhIOZv6GMiHj8UgX0FMkmWorZQpbqmywVbKi\\_TDbg/viewform?usp=sharing&oid=115700120223927145658](https://docs.google.com/forms/d/e/1FAIpQLSdTAEVDsjhIOZv6GMiHj8UgX0FMkmWorZQpbqmywVbKi_TDbg/viewform?usp=sharing&oid=115700120223927145658)

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## Applicant Information

Name:

Class (for MD students):

Program (for non-MD students):

Email address:

Applying for Executive Editor (yes/no):

## Questions

1. Describe your previous experience with writing and/or editing that would make you a suitable candidate for the Editorial Board of MUMJ, and your interest in joining the MUMJ team. **(Please limit your answer to 300 words.)**
2. Describe how you would appraise the quality of a scientific paper. **(Please limit your answer to 150 words.)**
3. **OPTIONAL:** If you have a sample of writing you would like to include to highlight your writing abilities, you can attach a sample here. You do not need to attach a sample to be considered for the position.
4. **If you would be interested in an Executive Editor position, please explain why you would be a suitable candidate. Two positions are available for this role. (Please limit your answer to 250 words.)**