



Journal of Multan Medical & Dental College

Editorial Member/ Advisory Board Member Consent Form

If you accept the responsibilities of Editorial member/ Advisory Board, you must treat the materials you receive from JMMDC as confidential documents. This means you cannot share them with anyone without permission.

Responsibilities

- Should attend Editorial Board meetings; models good writing, editing, deadline compliance and production skills; helps settle disputes and problems
- Monitors the progress and establishes deadline for important tasks allocated
- Monthly online meetings with the international and national members of Editorial Advisory Board. Helps to Evaluate and implement feedback and suggestions.
- Motivates and facilitates members of Editorial Board writing Editorials.
- Contributing editorial pieces.
- Motivating, training and developing editorial staff for capacity building of better human resource. Contributes to decisions including adjusting deadlines under special circumstances, facilitation of researchers and promotion of research activities.
- Liaison with National and International Members of Editorial Advisory Board.
- Keeps other members of Editorial Advisory Board informed about ongoing activities through effective communication.
- Facilitation of Researchers: Letters to Editors, Evaluation reports and feedback from the researchers would be analyzed and necessary steps would be taken.
- Evaluating reviewers and researchers
- Internal Audit for progress of JMMDC

Do you agree and are willing to give consent to perform the duties and responsibilities assigned above? Yes No Signature Date Department

Consent for being Editorial Member/ Advisory Board Member JMMDC

Yes

No

Name: _____

Signature: _____

Date: _____