ACSM Bulletin Feature Editor Overview and Responsibilities

The ACSM Bulletin (Bulletin) serves as a primary member benefit, delivering news and resources on a bi-weekly basis to approximately 17,000 members. The ACSM Bulletin Feature Editor (editor) plays a key role in identifying and procuring timely and relevant content for exercise scientists and sports medicine professionals.

Primary Duties

The editor assures that feature commentaries authored by experts in the field are developed, edited and delivered to the appropriate ACSM staff in a timely way for publication in the Bulletin. One (1) Active Voice commentary will be published the second week of each month, and one (1) Hot Topic article will be published the fourth week of every month.

- **Selecting Topics for Active Voice (AV) Commentaries:** AV commentaries are research-related and based on papers published in one of ACSM’s six academic journals. The editor will review upcoming articles to recommend and select one featured article each month. The selections will be shared with the Bulletin staff team. AV commentary authors do not need to be ACSM members, but preference should be given to current ACSM members.
  - The editor will recommend secondary articles to the ACSM staff team to be considered for translational and cross-functional style content. The production and distribution of this content will be the responsibility of the ACSM staff team. The AV editor will make recommendations as they see fit and is not held to any specific number of recommendations during any specific time period.

- **Active Voice (AV) Commentaries Procurement and Editing:** The editor is responsible for procuring and editing AV Commentaries to be published in the Bulletin. This includes inviting selected authors to write commentaries as well as reviewing and editing draft commentaries for style (AP), organization, sentence structure, technical terminology and ease of understanding suitable for ACSM’s diverse membership and procuring a headshot from the author. The editor will work alongside the ACSM Copywriter to achieve these outcomes. Once finalized, the copy and head shots are shared with the Bulletin staff team to schedule for publication.

- **Selecting Topics for Hot Topic (HT) Articles:** HT articles are designed to provide the ACSM membership with updates and current knowledge about emerging (“hot”) topics and themes within the fields of exercise science, sports medicine and health/fitness. The editor will work in collaboration with members of the ACSM Communications and Public Information (CPI) Committee to identify and select topic and author each month. HT article authors MUST be ACSM members in good standing. The selections will be shared with the Bulletin staff team, and the staff team will confirm membership status of the author(s).

- **Hot Topic (HT) Article Procurement and Editing:** The editor is responsible for procuring and editing Hot Topic articles to be published in the Bulletin. This includes inviting selected authors to write articles as well as reviewing and editing draft articles for style (AP), organization,
sentence structure, technical terminology and ease of understanding suitable for ACSM’s diverse membership and procuring a headshot from the author. The editor will work alongside the ACSM Digital Content Specialist to achieve these outcomes. Once finalized, the copy and headshots are shared with the Bulletin staff team to schedule for publication.

Qualifications

- Applicants for the editor position must be an ACSM professional member in good standing and maintain this status throughout the duration of their appointment.
- Applicants should have a terminal degree in their field of study, and must have published their work in an academic journal (first authorship not required).
- ACSM fellowship status is not required, but it is preferred. Preference will also be given to applicants who are currently not fellows but on track to fellowship with the college.