Editorial Responsibilities towards the journal and the Publisher

The Editor is required to:
- Comport with accepted ethical and peer-review standards, including best practices as identified by the Committee of Publication Ethics (COPE), or the International Council of Medical Journal Editors (ICJME), or the Council of Science Editors, or as otherwise defined by SAGE.
- Uphold the Journal's reputation in public forums including social media interactions, whether in a personal or professional capacity.
- Maintain confidentiality of editorial correspondence.

- If any of the Journal's social media account(s) belong to the Journal they should be maintained appropriately: **https://www.facebook.com/pdiconnect** and **https://twitter.com/PDIconnect** Management of the account(s) shall be transferred smoothly to editorial successor(s)

- The Editor shall be responsible for the full peer review process using the SAGE web-based submission system; including but not limited to the following:
    o checking-in all new submissions and revisions
    o working with associate editors/editorial board members to select and invite referees for review of articles;
    o tracking and chasing reviewer responses, where necessary;
    o ensuring the complete and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making;
    o making and communicating final decisions on articles and exporting of all accepted articles to the production department.
- In regard to special issues and sponsored supplements, the Editor, where applicable, will also be responsible for the following:
    o approving suitability of special issue proposals and submitted sponsored supplement proposals;
    o working with associate editors/editorial board members to select and/or approve a guest editor;
    o selecting peer reviewers and overseeing peer review. The Editor retains full editorial control over the special issue and supplement content and may request additional reviews or reject manuscripts;
    o using the SAGE web-based submission system to track, and chase reviewer responses where necessary;
    o ensuring the complete and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making;
    o making and communicating final decisions on articles and exporting/delivering all accepted articles to the production department.
- Expect at least two (2) independent reviews on most submissions (except desk rejects)
- Selecting Reviewers:
    o Before inviting a reviewer, first ensure that no conflict of interest exists by conducting independent, external verification.
    o When selecting and inviting reviewers, please be sure to use caution with **recommended and/or opposed reviewers** that have been provided by the author.
    o If recommended reviewers are used, they must have an institutional email address.
    o At least one reviewer per paper must be sourced independently. Do not exclusively use recommended reviewers.
    o Please refer to our Editor Gateway for further peer review ethics guide: **https://uk.sagepub.com/en-gb/eur/ethics-responsibility**
- Ensure all associate editors are using the SAGE web-based submission system fully.
- Ensure that all submissions are handled through the SAGE web-based submission system, and not by email or other manual process.
- Any objections to the propriety of the peer review process must be investigated and reported to SAGE.
- Respond to author queries within one (1) week, escalating or referring any issues to SAGE as needed.

Production:
- Return proofs within five (5) working days
- Export articles to your production editor via the SAGE web-based submission system as soon as the manuscript is accepted and ensure the author contribution forms have been returned via the SAGE web-based submission system before publication
- Promptly respond to any production queries or requests within, especially concerning author issues or finalizing table of contents

Renewal or transition:
- Upon request, at the end of the Editor's agreed upon term or any subsequent renewal periods, assist with the selection of, and successful transition to, the next editor.

The editor will require administrative support that is currently arranged by the Sheffield team but may be taken on by a new publisher.