

JOA Mentor Program – Mentor Instructions

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The AAHKS FOCAL Committee (Fellows Online Continued AAHKS Learning) and *Journal of Arthroplasty* (JOA) **JOA Reviewer Mentor Program** was introduced to bring in current and recently graduated Adult Reconstruction fellows to the world of reviewing scientific articles for the *JOA*. The advice and feedback you provide will help new reviewers perform their first few reviews and learn what is important for a quality review.

**Time Commitment**

We expect that this will require minimal time on your part and will have a substantial impact by introducing our young surgeons to this important process of performing a scientific review. Expect to work with your mentee over a period of 2-4 months, with the goal of helping them submit two accepted reviews. Based on ratings of their first two reviews, additional reviews may be recommended for them to reach full reviewer status.

**Instructions**

* Upon being assigned a mentee: contact them via email, introduce yourself and exchange contact information.
* Once your mentee receives their first manuscript from the *JOA* Editorial Office, he or she will contact you to schedule a time to touch base (via email or phone) at the beginning of the process to discuss the basic expectations of a review.
* Within a week, the mentee should email you a draft review for you to evaluate.
* By email or phone, review and discuss the mentee's efforts. Give feedback and advice on concepts of their review and points to consider.
* After you approve the mentee’s review, the mentee should submit the review through his or her account to the *JOA* Editorial Manager site.

**Completing the Program**

You will repeat this process for at least 2 manuscripts over the coming months. After your mentee submits 2 accepted reviews, the *JOA* editorial office will share your mentee’s review ratings with you. At that point, you may either A) recommend that your mentee is ready to join the official roster of *JOA* reviewers or 2) request that training continues until you are satisfied with your mentee’s reviews. Once this occurs, you may recommend to the *JOA* that your mentee should receive full Reviewer status.

**Resources**

* [**JOA Reviewer Guidelines**](https://www.aahks.org/wp-content/uploads/2021/05/JOA-Reviewer-Guidelines-2020.pdf.)document, linked as a PDF here (NEWER THAN 2020?)
* [JOA Editorial Manager Website](https://www.editorialmanager.com/joa/default2.aspx)