**PRO Editor Conflict of Interest Policy**

It is inevitable that editors and their respective institutions will submit manuscripts to the journal. This policy outlines what should happen in those instances.

**Situation: Paper is submitted where the W. Robert Lee, Editor-in-Chief, is an author.**

Action: Staff assigns the paper to Katherine Bennett, Managing Editor. She will assign to the most appropriate senior editor. The EIC will not see the decision until it is final.

**Situation: Paper is submitted by EIC’s institution, Duke University.**

Action: Staff assigns paper directly to Katherine Bennett, Managing Editor, who will assign to the most appropriate senior editor. The EIC will not see the decision until it is final.

**Situation: Paper is submitted wherein a senior editor/member of senior editor’s institution is an author.**

Action: EIC assigns paper to another senior editor or assigns the reviewers personally.

**Situation: Editor is assigned a paper where he or she believes he or she has a conflict.**

Action: The editor is to “decline” the assignment stating the editor believes he or she has a conflict. This will roll the paper back to the assigning editor who will pick another editor.