Editor-in-Chief – job description

The Editor-in-Chief is responsible for driving the strategic direction of the journal in collaboration with the Microbiology Society and the Editorial Board. They are the figurehead of the journal and are responsible for raising the journal’s profile within the community, and ensuring that content published meets the editorial strategy and policies of the journal, as stated in the journal’s aim and scope.

The Editor-in-Chief also sits on the Microbiology Society Publishing Committee, which is responsible for overseeing the delivery of the Society’s strategic priority for Publishing.

Role

- Represent the journal on the Microbiology Society Publishing Committee (two meetings per year).
- Work collaboratively with other Society journals in the portfolio.
- Drive the evolution of the journal, executing the goals defined in the journal’s development plan.
- Implement strategies for increasing the number of high-quality submissions, usage, citations and other measures of success for the journal, in line with the Society’s publishing strategy.
- Raise the profile of the journal through active promotion and soliciting high-quality papers for publication.
- Act as the senior authority on all matters of editorial policy, decisions and scope, acting with impartiality, confidentiality and fairness.
- Attend and chair all Editorial Board meetings and organise associated papers, in collaboration with Society publishing staff (two meetings per year).
- Select and invite appropriately qualified scientists to serve as Editors and Section Editors, ensuring there is adequate subject representation and geographical spread.
- Write reports or provide updates on journal matters as required by the Publishing Committee.
- Provide policy advice to Editors or arbitrate over disputed decisions.
- Deal with issues concerning research and publication misconduct according to the guidelines of the Committee on Publication Ethics (COPE).
- Handle the peer review of papers; select appropriate reviewers and, on the basis of the received reviews and their own opinion, to make decisions on the acceptability of the paper for publication.
• Deal with manuscripts and all other issues promptly and with appropriate communication with the Editorial Office, authors, reviewers and other parties.

Society publishing staff will provide training in editorial processes and the online submission/peer review system, and will offer advice, support and assistance as required. The Editor-in-Chief is entitled to expenses to cover attendance at Editorial Board meetings as well as an annual travel allowance to fund attendance at meetings where they promote the journal.