

Managing Editor - job description

Overall role: To organise the day to day handling of papers from pre-submission to publication. This work is done remotely via the internet but attendance at some meetings may be required. Hours are very variable but on average are around 10-12 hours per week.

Work includes:

1. Answer queries (by email) from potential authors, authors, editors, reviewers, copy-editors, CUP, typesetters and Editorial Board Chair.
2. Maintain the ScholarOne database - this may include updating contact details, removing duplicate entries, removing deceased reviewers, changing the contact author etc
3. Check that submitted papers meet minimum requirements of the journal (as set out in the Notes to contributors) before progressing them through the reviewing system
4. Oversee and manage progress of papers from receipt to publication. This includes checking the quality of the final figures, after copy-editing sending appropriate files to CUP, sending page proofs to authors and copy-editor, making up a suitable running order for each issue
5. Train new copy-editors and maintain the standards of copy-editing to a consistently high level
6. Collect and store copyrights
7. Liaise with the Editor-in-Chief (usually by email) that suitable Editorials are being commissioned and produced in a timely fashion
8. Update information on the cover and inner cover pages - e.g. Editor and Editorial Advisory Board changes - these changes sent to CUP to implement.
9. Each autumn liaise with Editor-in-Chief to ensure a suitable illustration is available for the next volume of Antarctic Science - illustrations must be relevant to journal, preferably non-human topic and reflecting the range of papers received. Liaise with CUP re the title colour for that year - colour given to the word 'science' in the title and reflects a colour in the illustration
10. Prepare any data statistics as needed by the Editorial Board.
11. Maintain a log of hours worked and work done. Submit invoices for this at intervals as agreed with the Treasurer
12. Any other issues that may arise