Editor-in-Chief Job Description

Explicit goals and priorities. The EIC should have well defined objectives and priorities. Some issues that might be considered include:

- Increasing the diversity of manuscript submissions:
  - More interdisciplinary articles involving the physical and biological sciences;
  - More geographic diversity in manuscript authors and topics;
  - Greater minority representation among Associate Editors and the Editorial Board;
- Using varied social media to advertise journal content likely to attract a significant audience;
- Actively recruiting desirable authors and submissions.

Editing at least 2-5 hours a week. Workload varies weekly. Occasionally the job requires more time. Much depends upon the number of manuscripts submitted and how much management each manuscript will require.

Editing throughout the week. Some weekday work will be essential. Much of the work requires brief but sometimes prompt and sustained attention.

Routine editorial management includes:

- Understanding the journal’s editorial software and the workflow;
- Reading submitted manuscript Abstracts, or briefly scanning content, to determine if a manuscript is appropriate for the journal;
- Sending notice to author(s) of rejected manuscripts;
- Assigning manuscripts to appropriate Associate Editors who will manage article reviews and recommend publishing decisions to the EIC;
- Making publishing decisions after receiving manuscript reviews from Associate Editors;
- Managing the journal’s Editorial Board and Associate Editors.
  - Assigning manuscripts to an appropriate AE based on his/her expertise;
  - Recruiting new AE’s when needed;
  - Creating diversity and inclusion among Associate Editors and Editorial Board;
  - Communicating occasionally with the Associate Editors to maintain a good working relationship.
- Attending monthly meetings of the AESS Board as an ex officio member.
- Consulting with the AESS Publications Committee and the Springer journal representative periodically.