

## **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.