

Microbiology Society job description for: *Access Microbiology* Editorial Board positions

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org.

1.2 About *Access Microbiology*

Access Microbiology is an open access journal that encourages the publication of replication studies, negative or null results, research proposals, data management plans, additions to established methods, and interdisciplinary work. It covers the full spectrum of microscopic life forms, from bacteria and viruses to fungi, protists, archaea, and algae. It welcomes all approaches, from computational, biotechnology, and laboratory work, to environmental, clinical, and veterinary studies. It also publishes pedagogy papers on microbiology education.

In October 2021, a new open research platform will be launched. The platform will incorporate many of the elements of a preprint server with *Access Microbiology*, in an effort to improve the rigor, reproducibility and transparency of the academic record. The platform will feature manuscript review tools to help authors improve their work, and include posting all article versions, manuscript review tool reports, reviewer reports, Editor comments and author responses, to ensure a fully transparent peer review process.

1.3 About you

Editors of *Access Microbiology* play a key role in the journal, ensuring that we publish high-quality research, and are engaged with the microbiological community. We have three levels of Editors on the journal: Editor Mentors, who are senior researchers with previous editorial board and publishing experience, who assist Editor Mentees who are usually new to the role of Editor; and Editors and Editor Mentees, who are responsible for soliciting content for the journal and for arranging peer review of manuscripts submitted.

This position is a public-facing role and the Editor acts as a representative of the Society. The position is open to any Full, Full Concessionary and Honorary Member of the Society. It is not a paid position, but Editors are provided one fee-free Open Access article in any of the Society's journals in each calendar year; access to a ring-fenced travel fund; free online access to the Journal; and other benefits made available to members of Society Committees, as agreed by the Council of the Society.

Term in office

- At least three years.

1.4 Duties

- Soliciting suitable contributions to the Journal.
- Arranging for peer review of contributions submitted to the Journal in accordance with the guidelines laid down by the Society and the Journal's policies (for Editor Mentors, this duty is very occasional).
- Communication with contributors concerning the acceptance, rejection or revision of contributions to the Journal (for Editor Mentors, this duty is very occasional).
- Ensuring appropriate coverage and quality of contributions for publication in the Journal.
- Where appropriate, providing original contributions to the Journal.
- Providing advice and assistance in marketing of the Journal.
- Attendance at meetings with the Editorial Board and the Society as appropriate.
- For Editor Mentors, advising and assisting Editor Mentees on making decisions.

1.5 Person specification

- Experience in microbiology, preferably with a wide breadth of expertise.
- Supports and advocates for open science, and the policies and technologies that will facilitate it. Including, but not limited to, open access publishing and open data.
- Maintain an active research profile. Preferably have some presence on social media e.g. Twitter.
- Have an understanding of the role of the Microbiology Society in promoting microbiology, and the central role that publishing in society titles has in continuing these efforts.

1.6 Equal opportunities

The Microbiology Society is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value, promote and seek diversity.