# Microbiology Society job description for: *Journal of General Virology* Editor-in-Chief

## About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations. 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.

## About *Journal of General Virology*

The *Journal of General Virology* has been publishing peer-reviewed research for more than 50 years. We recognise the importance of virology as a unique discipline within microbiology, and actively collaborate with partners such as the ICTV to support the global virology community. The journal’s diverse scope reflects the evolving nature of virology today, covering all aspects of animal, plant, insect, bacterial and fungal viruses, transmissible spongiform encephalopathies, molecular biology and immunology, virus–host interactions and antiviral compounds.

## About you

The Editor-in-Chief of *Journal of General Virology* plays a key role in the journal, ensuring that we publish high-quality research, and are engaged with the virology and microbiology community. You will also have responsibility for soliciting content for the journal, by suggesting reviews to the Reviews Editor or original articles for submission. Your main tasks will be to work closely with the Publishing Editor and other Society staff on editorial delivery and development for the journal. You will provide guidance on publishing ethics and governance, and help review Editor performance.

The expectation is that you will take on the role of Editor-in-Chief for three years, after ratification.

This position is a public-facing role and the Editor-in-Chief acts as a representative of the Society. The position is open to any Full, Full Concessionary, or Honorary members of the Society. It is not a paid position, but as a member of the Editorial Board you will receive:

* Reimbursement of the travel expenses incurred in respect of travel for Editorial Board and other relevant Society Governance meetings;
* Three free Open Access articles in any of the Society’s journals in each calendar year;
* Priority over a ring-fenced portion of the editorial travel fund per calendar year for the purposes of promoting the Journal and in line with the journal development plan;
* Free online access to the Journal for the duration of the term.
* New editors will be trained in the use of Editorial Manager.

**Term in office**

• For three years commencing from January 2026.

## Duties

The Editor-in-Chief is responsible for editorial control of the Journal, including the following tasks.

### Manuscript handling

* Advising and supporting Editors and Senior Editor with their assignments, including acting as a point of escalation should manuscript need to be reassigned.
* Handling a portion of manuscripts in accordance with the editorial policies of the Journal and the guidelines issues by the Society and always in a timely manner.
* Supporting Society staff with post-publication matters and other submission-related matter as per the Society’s guidelines

### Content Acquisition

* Working with the Editorial Board and the Society’s Divisions to capture content from Annual Conference as per the guidance provided by Society staff.
* Working with the Editorial Board and the event organisers to capture content from the Society’s events programme as per the guidance provided by Society staff.
* Commissioning suitable contributions to the Journal and soliciting authors to write articles in line with the Journal’s aims and scope and the Journal development plan.
* Suggesting topics for collections and other content acquisition initiatives.

### Editorial Development

* Executing the strategic vision of the Journal with the support of the Editorial Board and in particular of the Deputy Editor-in-Chief and the Senior Editors.
* Ensuring appropriate coverage and quality of contributions for publication in the Journal.
* Coaching and mentoring the Editorial Board and in particular the Deputy Editor-in-Chief and the Senior Editors.
* Recommending members for the Editorial Board of the Journal and working with the Publishing Editor to appoint Senior Editors and Editors according to the Society’s guidelines.
* Attendance at meetings with the Editorial Board and other Society Governance as appropriate.
* Where appropriate, submitting contributions to the Journal, and not less than three contributions during the term of this Agreement.

**Community engagement**

* When attending Society events, engaging solely in activities to the benefit of the Journal and the Society and avoid activities related to other journals they might be affiliated with.
* When attending events on behalf of or subsidised by the Society, engaging in promotional and commissioning activities also relying on guidance and promotional material provided by Society staff.
* Being an advocate for the Journal and seeking the support of Society staff when opportunities for Journal engagement and promotion arise.
* Proactively suggesting ways to engage the community with the journal and providing advice and assistance in marketing of the Journal.

## Person specification

* Demonstrated excellence in the field of virology for a prolonged period of time.
* Have an excellent network of international contacts in a range of specialties in your discipline(s).
* Previous editorial experience, preferably with Microbiology Society journals.
* Maintain an active research profile. Preferably have some presence on social media.
* Be a member of the Microbiology Society, or be willing to join on appointment, and have an understanding of the central role that publishing in society journals has in continuing their activities.
* 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.
* Have an extensive network of international contacts with a wide range of specialties in the discipline.

## 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.

## Application

Please apply to [t.khanom@microbiologysociety.org](mailto:t.khanom@microbiologysociety.org) with your CV and a cover letter which includes your vision for the future direction of the journal.

The closing date for expressions of interest is 29 August 2025.