

## Editor and Senior Editor Role Description

**Background:**

The Microbiology Society has been publishing high-quality research for the community since 1947. Our portfolio is home to a variety of research from across the breadth of microbiology and virology, all rigorously peer reviewed and edited by experts in our community.

As a not-for-profit publisher, we support and invest in the microbiology community. By submitting to our titles, you support us in continuing to provide events, grants and professional development.

**Time commitment:**

Tasks related to manuscript handling and general editorial duties should total approximately 1 day per month but may vary based on submission levels. Editorial Board meetings are typically remote and usually occur once or twice a year and last between 1 and 2 hours each.

Where possible, Editors should attend Annual Conference and may also attend additional events throughout the year relevant to the journal.

**Remuneration:** The role of Editor and Senior Editor is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed. Discounted attendance to Annual Conference may also be claimed. This is reviewed annually and communicated prior to the event. Other benefits are also reviewed annually and will be communicated by the Publishing Editors every year.

**Term and process:** The Editor is appointed following a consultation between the Publishing Editor and the Editor-in-Chief. They serve for a term agreed with the Publishing Editor which includes the possibility of extension by mutual agreement.

**The Society is committed to creating an inclusive culture, which requires a governance structure that fully reflects both its membership and the global microbiology community. We welcome volunteers from across the full breadth of the membership and are particularly for members from historically marginalised backgrounds to volunteer.**

## 1. Role of the Editor and Senior Editor

The Terms of Office is agreed with the Publishing Editor. Based on each journal and editorial board structure, the role may adopt a different name which is clarified in the email formally welcoming the editor to the journal alongside the length of the term.

### 1.1 Editor

The role of the Editor is as follows:

- Handle a fair proportion of the submissions to the journals within the expected timeframes and actively pursue the target turnaround times communicated by the Society. The number of submissions will be based on overall submissions, relative research field relevance and other professional and personal circumstance.
- Support Society staff and the wider Editorial Board with the development of the research fields relevant to the speciality of the Editor, ensuring appropriate coverage and quality of the content of the journal.
- Commission suitable contributions to the journal and soliciting authors to write articles, including from Annual Conference and the wider events programme, and suggest and lead collections or other topic-oriented content acquisition initiatives.
- Where appropriate, submit contributions to the journal, with the expectation of no less than three contributions during the term.
- Engage with the Publishing Editor, relevant Society staff and other Editors including attendance at meetings with the Editorial Board.
- Be an advocate for the journal, seek the support of Society staff when opportunities for journal engagement and promotion arise, proactively suggest ways to engage the community with the journal.
- When attending Society events, engage 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, engage in promotional and commissioning activities also relying on guidance and promotional material provided by Society staff.
- Execute the role in accordance with the journal development plans, the editorial guidelines and policies and the guidelines issued by the Society.
- Be a representative of the Society, maintaining its values and reputation and adhering to the Society's Code of Conduct.

### 1.2 Senior Editor

The role of the Senior Editor is as follows:

- Perform regular Editor duties when appropriate and according to the journal development plan and Editorial Board structure.
- Advise and support relevant Editors, including acting as a point of escalation should manuscript need to be reassigned.
- Engage with the Publishing Editor and Editor-in-Chief to support the implementation the journal development plan and execution the strategic vision of the journal.

- Execute the role in accordance with the journal development plans, the editorial guidelines and policies and the guidelines issued by the Society.
- Be a representative of the Society, maintaining its values and reputation and adhering to the Society's Code of Conduct.

## 2. Qualities of an Editor

- Demonstrated excellence in a field relevant to the journal scope for a prolonged period of time.
- Have an excellent network of international contacts in a range of specialties in your discipline(s).
- 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.
- An ability to act with impartiality and to make sound judgement.
- Ability to communicate with tact and diplomacy and foster a welcoming and collaborative environment.
- Be an active listener with ability to summarise discussions concisely.
- A willingness and ability to devote the necessary time commitment to the journal, and an ability to work collaboratively with journal staff.
- A demonstrated understanding of the wider publishing landscape and trends in academia and, if applicable, have previous editorial experience.