

Editor-in-Chief and Deputy Editor-in-Chief 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:

Meetings are typically remote with a small number of in-person meetings. In person meetings are usually held at the Society offices in London. Editors-in-Chief are expected to meet with the Publishing Editor online for approximately 1 hour per month, with 1-2 Board Meetings (typically online) per year totalling about 4 hours per year on average.

Tasks related to the day-to-day management of the journal and Editorial Board should average approximately 1 to 2 days per month. This will include approximately 3-5 peer review cases such as appeals or scope checks, commissioning activity, and journal promotion.

Editors-in-Chief are also expected to attend online Publishing Panel meetings (on average 6 hours per year), and Building Communities Committee meetings, one online in May and one in-person in October totalling ~1 day per year. Travel costs can be covered using the travel fund discussed below, the use of which shall be subject to the prior approval and discretion of the Publishing Editor. Other online Editorial Board meetings may also be held depending on the Editorial Board structure.

Editors-in-Chief and Deputy Editors-in-Chief should attend Annual Conference and may also attend additional events throughout the year relevant to the journal.

Remuneration: The roles of Editor-in-Chief and Deputy Editor-in-Chief are 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-in-Chief is appointed by the Board of Trustees. They serve for three years, with the possibility of extension by mutual agreement between the Society and Editor-in-Chief.

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 keen to receive nominations for members from historically marginalised backgrounds to volunteer.

1. Role of the Editor-in-Chief and Deputy Editor-in-Chief

The Terms of Office for each position is three years, after which the Deputy Editor-in-Chief will usually move to the Editor-in-Chief role for a further three years.

1.1 Editor-in-Chief

The role of the Editor-in-Chief is as follows:

- Engage with the Publishing Editor and relevant Society staff to define and implement the journal development plan and execute the strategic vision of the journal.
- Ensure appropriate coverage and quality of contributions for publication in the journal with the support of the wider Editorial Board.
- Commission suitable contributions to the Journal and soliciting authors to write articles, suggest topics for collections and other content acquisition initiatives in line with the Journal's aims and scope.
- Work with Society staff and event organisers to capture content from Annual Conference and the wider events programme.
- Where appropriate, submit contributions to the journal, with the expectation of no less than three contributions during the term.
- Recommend members for the Editorial Board of the journal and work with the Publishing Editor to appoint Senior Editors and Editors.
- Advise and support Editors and Senior Editors with their assignments in a timely manner, including acting as a point of escalation should manuscripts need to be reassigned and handling a portion of manuscripts.
- Support Society staff with post-publication matters and other submission-related matters.
- Attend and support meetings with the Editorial Board and attendance of Building Communities Committee and Publishing Panel meetings.
- Be an advocate for the journal, seek the support of Society staff when opportunities for journal engagement and promotion arise and 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 Deputy Editor-in-Chief

- Shadow, assist and serve as Deputy to the Editor-in-Chief
- Attendance at meetings with the Editorial Board and Publishing Panel.
- 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-in-Chief

- 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).
- 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.
- 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.