# Microbiology Society job description for: *International Journal of Systematic and Evolutionary Microbiology* Editor

## 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.

## Aboutthe *International Journal of Systematic and Evolutionary Microbiology*

The *International Journal of Systematic and Evolutionary Microbiology* (previously *International Journal of Systematic Bacteriology*) is the journal of record for publication of novel microbial taxa and the official publication of the International Committee on Systematics of Prokaryotes and the Bacteriology and Applied Microbiology Division of the International Union of Microbiological Societies.

Editors of the *International Journal of Systematic and Evolutionary Microbiology* play a vital role in the journal, ensuring that we publish high-quality research and are engaged with the microbiological community. Your main tasks will be arranging peer review of manuscripts submitted to the journal and making editorial decisions based on this. You will also have responsibility for soliciting content for the journal, by suggesting reviews or original articles for submission. We also encourage suggestions of article collections.

This position is a public-facing role, and the Editor acts as a representative of the Society. It is not a paid position, but as an editor, you will receive two nights of accommodation and two days of registration at the Annual Conference, with an allowance for travel and meal expenses. Editors are also provided with one fee-free Open Access article in any of the Society's journals in each calendar year; access to a ring-fenced conference travel fund for editors for promoting the journal; free online access to the journal; and other benefits made available to members of Society Committees, as agreed by the Council of the Society. New editors will be trained in use of Editorial Manager and invited to the yearly Editorial Board meeting. Editor benefits will continue to be reviewed considering continued travel restrictions and digital Society events.

**Term in office**

* At least three years, to five years for one term, subject to review by the Editor-in-Chief. Editors may serve for not more than two terms.

## Duties

* Act as an advocate for the journal and work towards improving its impact.
* Arranging for peer review of contributions submitted to the journal per the guidelines laid down by the Society and the journal's policies.
* Communication with contributors concerning the acceptance, rejection or revision of contributions to the journal to ensure appropriate quality of contributions to the journal.
* Soliciting suitable contributions to the journal, both original articles and reviews, and involvement in collections.
* Where appropriate, provide original contributions to the journal, and not less than one contribution during your term.
* To be an advocate of the journal at meetings and conferences.
* Attendance at meetings with the Editorial Board and the Society as appropriate.

## Person specification

* Demonstrated excellence in an area of microbial taxonomy and systematics, and how these underpin other microbiological disciplines.
* A working knowledge of how the International Code of Nomenclature of Prokaryotes governs the nomenclature of prokaryotes is desirable.
* We are primarily looking for experts in Firmicutes and clinical/hospital-related bacteria, rhizobia and related taxa, as well as bacteria that are present in food for this round of editor recruitment.
* Maintain an active research profile.
* Have experience reviewing for microbiology journals.
* Some experience editing for microbiological journals is desirable.
* Preferably have some presence on social media, e.g. Twitter.
* Have an excellent network of international contacts in a range of specialties in your discipline(s).
* Have an understanding of the role of the Microbiology Society in promoting microbiology and the central role that publishing in society journals has in continuing these efforts.

## 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.