

## ***Access Microbiology* Editor Mentor – job description**

### **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](https://microbiologysociety.org).

### **1.2 About *Access Microbiology***

*Access Microbiology* is an open research platform 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.

The platform incorporates many of the elements of a preprint server and a journal, in an effort to improve the rigour, reproducibility and transparency of the academic record. The platform will feature manuscript review tools to help authors improve their work, and each version of the manuscript through peer review will be posted publicly online, alongside the manuscript review tool reports, reviewer reports, Editor comments and author responses, to ensure a fully transparent peer review process.

### **1.3 About you**

Editor Mentors at *Access Microbiology* are experienced editors with an understanding of peer review and publishing ethics; they are typically senior microbiologists with a broad understanding of the field of microbiology.

There are three levels of Editors on the platform: Editor Mentors; Editor Mentees – who are usually new to the role of Editor; and Editors. Editor Mentors are senior researchers with previous editorial board and publishing experience, who support and assist Editor Mentees in soliciting content for the platform and for arranging peer review of manuscripts submitted.

As Editor Mentor, you will be assigned an Editor Mentee and be available for them to raise questions, queries and discussions on papers they are handling. You will provide advice on how to secure reviewers, or how to handle difficult editorial queries, and any other questions that might come up in the course of handling manuscripts on the platform.

This position is a public-facing role and the Editor Mentor acts as a representative of the Society. The position is open to any Full, Full Concessionary and Honorary Member of the Society – applications from non-members will be considered, but preference will be given to members.

Editor Mentors are provided one fee-free Open Access article in any of the Society's platforms in each calendar year; access to a ring-fenced travel fund to promote the journal and solicit content at appropriate meetings; and other benefits made available to members of Society Committees, as agreed by the Council of the Society including provision to attend the Society Annual Conference.

#### **Term in office**

- At least three years.

#### **1.4 Duties**

- Maintaining regular communication and support with your assigned Editor Mentee
- Providing advice and assistance on specific manuscripts as and when requested by the Editor Mentee
- Escalating queries to the office as and when required, for example on ethical issues or complaints procedures
- Attendance at meetings with the Editorial Board and the Society as appropriate
- Advocating for the platform at events, such as conferences and workshops.

#### **1.5 Person specification**

- Experience in microbiology, preferably with a wide breadth of expertise
- Significant editorial experience working on STM academic journals
- 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 and 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.