



Council of Science Editors

The Council of Science Editors Job Description

Title: Managing Editor, *Science Editor*

Reports to: *Science Editor* Editor-in-Chief

Journal Mission and Scope

Science Editor is published quarterly in print and online by the Council of Science Editors (CSE) and publishes weekly Early Online articles. It serves as a forum for the exchange of information and ideas among professionals concerned with editing and publishing in the sciences. Articles related to peer review studies, editorial processes, publication ethics, evaluating article impact, and other items of special interest to the journal's readers are encouraged.

Managing Editor Term

The Managing Editor will serve a 3-year term, renewable indefinitely at the pleasure of the board. It is understood that the Managing Editor will be and will remain a member of CSE in good standing during the term of office.

Managing Editor Role

The managing editor will work with the Editor-in-Chief to support the Editor's vision for the journal, run the manuscript workflow, contact authors and reviewers, and manage production details as needed. The position is expected to require an average of approximately 10 hours per week and will provide continuity of knowledge when CSE contracts with a new editor.

Specific responsibilities of the Managing Editor include but are not limited to those outlined below:

- In consultation with the Editor, plan annual collection and production schedules for publishing quarterly issues and distribute to *Science Editor* Editorial Board members.
- Track manuscripts in tracking system through solicitation, submission, editing, copyediting, and quality control stages.
- Ensure timely turnaround of submitted manuscripts and timely production of issues.
- Correspond with authors and reviewers regarding submissions.
- Attend Editorial Board meetings and take minutes for approval by Editor and distribution to Editorial Board members.
- Assist authors in manuscript submission process.
- Edit and proof author tables and figures as needed.
- Maintain style sheet and Editor's procedure manual.
- Copyedit all accepted manuscripts.
- Post articles online early on the *Science Editor* website.
- Register DOI for each article and maintain a comprehensive list of assigned DOIs.
- Finalize quarterly issues for production (both print and online) based on Editor's approved lineup.

- Liaise with CSE to acquire production-ready ad materials and member mailing lists, with Aries on continued development of a manuscript tracking system, with Aptara on proof production, and with Sheridan to approve final proofs.
- Assist Editor in creating and disseminating reports to the CSE Board of Directors.
- Assist Editor in setting agendas for monthly *Science Editor* Editorial Board meetings.

Travel and Meeting Requirements

- Attend CSE events as able to stay aware of member needs. Attend Editorial Policy Committee meetings and *Science Editor* Editorial Board meetings.

Qualifications

- Experience in an editorial or production role is required
- Proficiency in MS Word and WordPress
- Familiarity with use of Excel, PowerPoint, Adobe Photoshop, and Adobe Elements
- Experience in copyediting scientific text
- Strong organizational skills
- Excellent communication skills
- Strong attention to detail
- Strong analytical and problem-solving skills
- Strong knowledge of peer review process