

JOB DESCRIPTION
Editorial Assistant, Lancaster Environment Centre
Vacancy Ref: N368R

Job Title:	Editorial Assistant (0.5FTE)	Present Grade: 5S
Department/College:	<i>New Phytologist</i> , Lancaster Environment Centre	
Directly responsible to:	Production Manager, <i>New Phytologist</i> (Nichola Hetherington)	
Supervisory responsibility for:	None	
Other contacts	<p>Internal: Managing Editor, Deputy Managing Editor, Production Manager, Peer Review Manager, Administrative Assistant x 2, Information Systems Services, Faculty/Departmental staff</p> <p>External: Editors, Advisors, Authors, Wiley-Blackwell Publishing (Journals Publishing Manager, Production Editor, List Marketing Manager), Academic and Office services</p>	
Purpose of the job:	To provide editorial assistance in the publishing, promotion and development of <i>New Phytologist</i> .	
Major Duties:	<ol style="list-style-type: none"> 1. Preparation of accepted papers for production, involving adhering to/working within the agreed publication schedule and liaising with authors, editors and Production Editor as follows: Liaison with authors during revision of manuscripts to resolve technical issues, and to ensure timely and accurate delivery; Collation of necessary electronic files in correct format (text, tables, figures, appendices, supplementary materials); Clarifying textual changes requested by editors; Assessment of manuscripts for journal style and scientific accuracy, leading to editing as necessary, through liaison with author, including titles (style), summaries (style, word-length, scientific content), key words, figures (scientific style and content), Supporting Information (style and content), permissions and use of colour; Handling of legal documents (exclusive publishing licences); involving compiling and archiving (hardcopy and electronic databases), and author queries relating to these documents. (70% of time; task shared with Production Manager) 2. Quality control. The post holder will be trained in proof reading skills to allow quality control of article proofs (before publication) and published articles, and to provide feedback to Production Manager and the publisher. (5%) 3. Provision of issue publication details and dissemination of published electronic articles to authors (both <i>Early View</i> and the final version incorporated within an issue). (<5%) 4. Author-nominated offprints scheme, involving correspondence with authors of published articles, explaining the scheme, and distributing electronic offprints to nominated colleagues within the scientific community in a rapid and timely fashion. (10 %) 5. The post holder will be trained in additional areas of the publishing process, with a view to gaining experience and to enable cover for others during times of absence. This may include administration of peer review; correction of publication errors; source and design of journal front covers; advising Managing Editor on journal style and content, and devising new procedures in response to new technologies and publishing developments; commissioning/editing of Forum articles; development of ideas for marketing/promotion of the journal. Some areas might also be developed and responsibility assumed by the individual should time permit: (5%) 6. Other: To handle/resolve general queries from Authors/Referees/Editors; general administrative assistance for the journal and symposia as appropriate. (5%) 	