

JOB DESCRIPTION
Managing Editor
Vacancy Ref: A2074

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| Job Title: | Managing Editor | Present Grade: 8P |
| Department/College: | Lancaster Environment Centre - New Phytologist Central Office, | |
| Directly responsible to: | Executive Editor, New Phytologist Trust | |
| Supervisory responsibility for: | Peer Review Manager, Editorial Assistant | |
| Other contacts | | |
| Internal: | | |
| Central Office staff, ISS and Library staff, faculty and departmental staff, university colleagues | | |
| External: | | |
| Editor-in-Chief <i>New Phytologist</i> , Editor-in-Chief, <i>Plants, People, Planet</i> , Trustees, Trust Treasurer, Editors, Advisors, Plant Scientists (e.g. authors, reviewers), Publishing staff (Journals Publishing Manager, Electronic Editorial Office Coordinator, Marketing Manager, Production Editor), ScholarOne Technical Support, Academic Publishing Societies, Academic and Office services, other as appropriate. | | |
| Overall objective: To oversee the peer-review processes for New Phytologist Trust journals and to assist the Executive Editor in the publishing of the journals <i>New Phytologist</i> and <i>Plants, People, Planet</i> , particularly with respect to the publishing process for <i>Plants, People, Planet</i> . The post holder will be able to deputize for the Executive Editor in all tasks. | | |
| Major duties: | | |
| Overseeing the integrated Peer Review processes for New Phytologist Trust journals | | |
| <ul style="list-style-type: none">• To lead the Central Office Peer Review team, managing the Peer-Review workflow for <i>Plants, People, Planet</i> and <i>New Phytologist</i>.• Provide direct managerial support to the Peer Review Manager and Editorial Assistant, as well as providing holiday cover and support in all aspects of the Peer Review process.• Assist in complex matters relating to journal peer review (e.g. ethical issues and appeals) with the aim of minimizing the involvement of scientific editors, and advise on directing queries to the Executive Editor or Editors-in-Chief as appropriate.• Work with the Peer Review Manager to ensure rigorous checks and protocols for plagiarism and, especially, image manipulation.• Assignment of new submissions to the appropriate scientific Editor, this is a task shared with the Peer Review Manager.• Handling of manuscripts rejected without review (task shared with Peer Review Manager), some manuscripts will be rejected directly (e.g. outside journal remit or incorrectly formatted) or upon the advice of an Editor.• Providing support to the Peer Review Manager in the resolution of Author/Reviewer/Editor queries, including appeals and publication misconducts.• Providing support to the Peer Review Manager in the strategic development of Peer Review initiatives, such as the journals' manuscript Submission System, Scholar One, or with the publisher of the journals to ensure that the Trust's reputation for rigorous and timely peer review is maintained. | | |
| Publication of <i>Plants, People, Planet</i>, including; | | |
| <ul style="list-style-type: none">• Overseeing efficient operation of the peer review and production process such that the journal is published to the highest possible quality and on schedule. Working with the Peer Review and Production teams, as well as external Production Editor(s), to fulfil this aim.• Liaison with the Executive Editor in the compilation of journal issues.• Assisting the Executive Editor in liaison with the publisher and external contacts on matters relating to <i>Plants, People, Planet</i> | | |

- Devising an annual publication schedule, and ensuring that the journal meets defined publication dates.
- Commissioning and editing material for the journal, subject to approval from the Editorial board, including review articles, news items, and special issues/collections, liaison with Central Office staff will be required (Senior Commissioning Editor, Executive Editor), to ensure coherent commissioning structure across both journals.
- Work with the Senior Commissioning Editor to research and provide guidance on commissioned material for the Editorial board of *Plants, People, Planet*.
- Editing and preparation of articles for press, this will vary from substantive early intervention through to light copyediting, usually to tight deadlines.
- Working with senior members of the Central Office team to ensure a coherent publication strategy across all New Phytologist Trust titles.
- Work with Central Office colleagues to define and implement an annual promotion and publicity cycle for *Plants, People, Planet* and ensure appropriate marketing/promotional tools are available.
- Management of an annual *Plants, People, Planet* promotional budget, and ensure that best value is achieved. Some attendance at international meetings may be required.
- Develop and maintain a strong social media presence for the journal, in conjunction with Central Office colleagues
- Initiate and develop opportunities for the journal

Advising the *Plants, People, Planet* Editor-in-Chief and Editorial Board on matters relating to;

- Academic direction and opportunities, including agenda/provision of annual reports for annual editorial meetings
- Journal processing times
- Impact Factor and other metrics of performance
- Appointment of Editors and Advisors
- Journal style and layout
- Promotion and outreach
- Training and best practice in journal publishing
- Editorial and publishing policies.

To deputize for the Executive Editor: a) in managing the journal and Trust activities, and Central Office organization during his/her absence, and b) in the execution of projects and tasks related to the development of the Trust's journal publishing programme and associated activities.

To contribute towards advice on academic direction and opportunities for the Trust and the future directions in scientific publishing.

To undertake other duties as required by the Executive Editor, including the cover of peer review administration during staff vacations/absence etc.