



JOB DESCRIPTION

Editorial Assistant

Peer Review

(New Phytologist)

Ref: N1848

Job Title: Editorial Assistant - Peer Review (New Phytologist)	Present Grade: 5
Department/College: Lancaster Environment Centre - New Phytologist	
Directly responsible to: Peer Review Manager	
Supervisory responsibility for: None	
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, others as appropriate.	

Purpose of the job:

To provide administrative support in publishing of the journals *New Phytologist* and *Plants, People, Planet*, primarily by supporting the peer review of papers submitted to the journals, with particular responsibility for *New Phytologist*.

Duties:

1. Technical assessment of newly-submitted manuscripts: including, but not limited to: checking submissions are within scope of the journals, and in correct format with author details, etc. and all files viewable, using own initiative to resolve issues where possible, or referring to internal/external expert help when necessary; assisting authors in resolving problems relating to the submission of manuscripts, including but not limited to, advising on file types for upload, and troubleshooting submission or software problems. Submit new manuscripts to custom plagiarism detection software, assess the results, and alert the Peer Review Manager to issues of concern as appropriate.

2. The administration of peer review of papers submitted to *New Phytologist* and *Plants, People, Planet*. The submission and peer review of manuscripts is undertaken electronically via the online submission site ScholarOne Manuscripts. Using this database the Editorial Assistant will perform the day-to-day tasks of peer review, aiming to ensure the review process is prompt and rigorous, assisting reviewers in the delivery of high quality reports in a rapid timeframe (usually two weeks). This will be achieved by:

- Monitoring the review status of articles using ScholarOne, to ensure that manuscripts move through the process promptly and according to established guidelines. Using initiative and established procedure guidelines to progress submissions.
- Prompting and reminding Editors to provide reviewer suggestions and providing brief details/updates sufficient for the Editor to make quick decisions and suggestions within timeframes and according to the guidelines outlined in the appropriate procedure documents.
- Assisting the Editor and Peer Review Manager by suggesting potential referees from the Advisory Board, or by conducting online searches to determine suitably qualified individuals, using own initiative where possible, or with advice from colleagues as appropriate.
- Contacting reviewers on behalf of Editors to determine whether they are able to provide reports on submitted papers.
- Reminding overdue reviewers as appropriate, and according to established timeframes. Deciding on courses of action to ensure timely submission of reports. Difficult situations sometimes arise, each of which must be dealt with on their own merits and the Peer Review Manager or senior staff should be alerted/consulted as appropriate.
- Checking reviewer reports submitted to ensure that they are complete, and meet the standards of the

journal, including ensuring that the information posted in the correct sections, any attached files are viewable, etc.

- Assist Reviewers in the submission of their reports, troubleshooting submission or software problems.
- Closing the review process promptly upon receipt of all reports, following established procedures.
- Assist the Peer Review manager with peer-review-related tasks, such as assigning manuscripts, tracking the progress of submitted manuscripts and providing cover for the Peer Review Manager during absences/vacations, etc.
- Develop and maintain the database of contacts and key word information for authors and reviewers held on the ScholarOne Manuscripts database. Ensuring that the database is up-to-date and accurate, including administering ad-hoc changes and routine merging of duplicate entries in the database (a task carried out weekly) and routine checking/updating of address and key word details of reviewers (a task carried out monthly).

3. Take responsibility for the primary *New Phytologist* email account, and work on the *Plants, People, Planet* account as appropriate. As the main user of the general *New Phytologist* email account, the role holder will be the first point of email contact and should maintain the email account by taking responsibility for its housekeeping (routine archiving, SPAM removal, ensuring transparent procedures, etc.) and for ensuring that incoming emails are dealt with promptly by the role holder or pass on to others for action as appropriate.

4. Filing of materials (mostly electronic, but some hardcopy) such that correspondence and details relating to past papers can be retrieved quickly.

5. To answer, wherever possible on own initiative, general queries received at Central Office (by phone or email) and to exercise judgement as to when complex queries should be referred upwards.

6. To provide general administrative assistance to the Executive Editor as required to ensure the success of all *New Phytologist* Trust activities. For example, collation of papers for annual editorial meetings, administration processes linked to annual symposia, as well as ad-hoc duties as appropriate.

7. Manuscript revision and liaison with production. Preparing accepted papers for production, involving adhering to/working within the agreed publication schedule and liaising with authors, editors and the Production Manager as appropriate.

8. 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, to include production processes, as outlined above, and the development of ideas for marketing/promotion of the Trust's publishing activities. Some areas might also be developed and responsibility assumed by the individual should time permit. Some travel, for example, to the annual Editorial Meeting will be expected.