**Associate Editor | Job description**

**Main role and responsibilities**

**Peer Review Process**

* Ensure that published content reflects the highest standards of academic and scientific rigour and excellence.
* Contribute to building and managing a referee/reviewer network:
  + Become adept in using the online peer review submission and management system.
  + Encourage independent experts to register for and use the online peer review submission and management system.
  + Make professional judgements about suitable referees for each paper submitted.
  + Chase up late reports.
  + Monitor performance to ensure fair and prompt processing of submitted papers.
  + Find new referees when those approached decline, fail to respond or respond with insufficient feedback.
* Ensure that authors and referees/reviewers adhere to the Journal’s Guidelines on [Publishing Ethics](http://journalauthors.tandf.co.uk/preparation/ethics.asp) to assure the integrity and reputation of the Journal is maintained at all times.
  + See Ethics Appendix.
* Read, summarize and base judgements about acceptance, rejection or revision on referees’ reports, and communicate this in writing to authors within a reasonable period.
* Request further reports for subsequently revised papers, communicating as necessary authors’ responses and arguments.

**Commissioning/soliciting content**

* Encourage the submission of articles to the Journal from expert researchers in the field including colleagues.
* Encourage ‘rising stars’ to submit to the Journal – new young talent is essential for a Journal’s health.

**Championing the Journal**

* Be an Ambassador for the Journal; build, nurture, and grow a community around it.
* Act as a point of contact/face for the Journal.
* Increase awareness of the articles published in the Journal in all relevant communities and amongst colleagues.
* Make the Journal essential reading, for example by citing key articles on your students’ reading lists.
* Participate at relevant conferences.
* Promote the Journal and encourage submissions.
* Maintain a social media presence – with Taylor & Francis, create and maintain a Twitter and/or Facebook page for the Journal.

**Provide feedback and strategic suggestion**

* Attend meetings with Taylor & Francis and the Editorial Board as required.
* Flag newsworthy articles for marketing.

**Collaborate and communicate**

With authors:

* Acknowledge communications.
* Deal with any other relevant communications from authors.
* On or after acceptance, check papers in detail for stylistic, spelling and grammatical errors, conformity with Journal conventions, check exact correspondence between citations in text and in reference list.
* Respond to queries regarding progress of the refereeing process and likely decision-making period.
* When necessary, carefully check, correct and make suggestions about improvements in papers and communicate these to authors.
* Follow up on authors who have been asked to make revisions but who fail to respond.

**Appendix**

**Extract from *Guide to Journal Ethics***

Ethical guidelines for Journal Editors

We ask all journal editors to make every reasonable effort to adhere to the following ethical guidelines for Taylor & Francis journal articles that seem worthy of peer review.

* Journal editors must give unbiased consideration to each manuscript submitted for consideration for publication, and must judge each on its merits, without regard to race, religion, nationality, sex, seniority, or institutional affiliation of the author(s).
* Journal editors must keep the peer review process confidential; information or correspondence about a manuscript should not be shared with anyone outside of the peer review process.
* If a journal editor receives a claim that a submitted article is under consideration elsewhere or has already been published, then he or she has a duty to investigate the matter with Taylor & Francis.
* Journal editors may reject a submitted manuscript without resort to formal peer review if they consider the manuscript to be inappropriate for the journal and outside its scope.
* Journal editors should make all reasonable effort to process submitted manuscripts in an efficient and timely manner.
* Journal editors must arrange for responsibility of the peer review of any original research article authored by themselves to be delegated to a member of the editorial or advisory board as appropriate.
* If a journal editor is presented with convincing evidence that the main substance or conclusions of an article published in the journal are erroneous, then, in consultation with Taylor & Francis, the journal editor should facilitate publication of an appropriate corrigendum or [erratum](http://journalauthors.tandf.co.uk/publication/corrections.asp).
* Any data or analysis presented in a submitted manuscript must not be used in a journal editor's own research except with the consent of the author.

Taylor & Francis refers editors to the [COPE Code of Conduct and Best Practice Guidelines for Journal Editors](http://publicationethics.org/files/Code_of_conduct_for_journal_editors_0.pdf).