

JOB DESCRIPTION
Vacancy Ref: A080

Job Title:	Deputy Managing Editor (Maternity cover)	Present Grade: 7
Department/College:	<i>New Phytologist</i> , Lancaster Environment Centre	
Directly responsible to:	Managing Editor, <i>New Phytologist</i>	
Other contacts		
Internal: Central Office staff (Managing Editor, Assistant Editor, Editorial Assistant – Intern, two Administration Assistants), ISS and Library staff, faculty and departmental staff		
External: Editor-in-Chief, Trustees, Trust Treasurer, 24 Editors, 83 Advisors, Plant Scientists (e.g. authors, reviewers), Wiley-Blackwell Publishing staff (Journals Publishing Manager, Electronic Editorial Office Coordinator, Marketing Manager, Production Editor), ScholarOne Technical Support, Academic Publishing Societies, Academic and Office services		
Overall objective: To assist the Managing Editor in the publishing of the journal <i>New Phytologist</i> and in activities related to the journal’s short- to long-term development. The post holder will be able to deputize for the Managing Editor in all tasks.		
Major duties:		
1. Assignment of manuscripts to relevant subject Editors.		
2. Handling of manuscripts rejected without review (task shared with Managing Editor), some will be rejected directly by the Deputy Managing Editor (e.g. outside journal remit or incorrectly formatted) but most will be upon the advice of an Editor.		
3. Peer review		
a) Overseeing the efficient operation of peer review, from the point of submission to first decision (tracking manuscripts, intervening/liasing with editors where necessary, providing authoritative support for Administration Assistants who perform the day-to-day operations of peer review).		
a) Resolving Author/Reviewer/Editor queries, including appeals and publication misconducts.		
c) Monthly journal statistics (number of submissions, processing times, decision rates) for the Managing Editor and Editors.		
d) Management of online manuscript submission and peer review workflow system (currently provided by ScholarOne Manuscripts) and development of procedures as necessary (e.g. dealing with problems and database releases, enhancements/expanding use of database).		
4. Commissioning and editing material for the Forum and Special Feature issues of the journal. Direction for commissioned material is provided by the Editorial board and managed by the Managing Editor, with whom the projects will be shared. Forum articles will require editing, variously from substantive early intervention through to copyediting, and usually within tight deadlines.		
5. To deputize for the Managing Editor: a) in managing Central Office during his/her absence, and b) in the execution of projects and tasks related to the journal’s development.		
6. To contribute towards advice on academic direction and opportunities for the journal and the future directions in scientific publishing.		
7. To undertake other duties as required by the Managing Editor, including the cover of peer review admin during staff vacations/absence etc.		