

Job Title Assistant Editor (MNRAS)

Location Burlington House, London

Reporting Chain Publishing Manager, Executive Director

Main duties

General Editorial duties:

- (i) Check that new papers comply with the requirements for the journal.
- (ii) Maintain a proper record of the receipt and progress of every paper submitted to the journal via the online submission system, ScholarOne Manuscripts.
- (iii) Assign an appropriate editor to each paper.
- (iv) Seek, as may be required by the Editors, advice from referees as to the suitability of a paper for publication and to communicate such advice, when received, to the Editor concerned.
- (v) Conduct subsequent correspondence as may be necessary with the authors and/or referee at the direction of the relevant Editor.
- (vi) Monitor the progress of all papers being handled and ensure that papers are not unduly delayed.
- (vii) Send accepted papers to the Society's publishers. Reject (in terms that will be prescribed) those that are unacceptable.
- (viii) Maintain a close liaison with editors, authors, referees and the publisher's production staff.
- (ix) Prepare the monthly lists of papers, reports and statistics for the Editorial Board or other information as required.
- (x) Attend Editorial Board meetings and by agreement attend other meetings as requested.
- (xi) Attend appropriate seminars/workshops/courses on publishing matters to maintain an awareness of current and future trends.
- (xii) Where appropriate, and as available, promote the Society and the journals by attending meetings/events.
- (xiii) Update and maintain the MNRAS online submission system database.

Specific duties:

Within the organisation and responsibilities described above, the duties of the Assistant Editor (MNRAS) will be to:

- (i) Work under the day-to-day direction of the Publishing Manager (PM).
- (ii) Process papers as outlined above, for MNRAS, in an accurate and timely manner. The Assistant Editor will be allocated papers and will take full responsibility for these and is to keep the PM informed of any problems or changes to the routine processing of papers.
- (iii) Act as a personal assistant to the Editors and keep them informed of the situation in the processing of papers for MNRAS as required.
- (iv) Assist with the preparation of reports.
- (v) Deal with day-to-day queries and keep the PM fully informed of any issues.
- (vi) Provide cover for other Assistant Editors during periods of absence.
- (vii) Assist with maintenance and improvements to the ScholarOne Manuscripts email templates and submission process.