

Editors | Guide to Roles and Responsibilities

Main role and responsibilities

The Editor is the lead actor in the publication process; overseeing all editorial aspects. She or he demonstrates vision, leadership, and creativity. She or he agrees and establishes a mission for the Journal with Taylor & Francis – explicit in the Journal’s Aims & Scope – and then executes that mission through soliciting, commissioning, reviewing, and developing articles and other features of the highest quality, and ensuring these are delivered to Taylor & Francis in final and complete form, to agreed deadlines. The Editor will be supported in all her or his activities by Taylor & Francis, who will in turn co-ordinate the activities of in-house editorial, production, marketing, sales, and distribution staff. Editors have a critical role in the Journal’s success, and in partnership with Taylor & Francis, shape its future direction by identifying strategies to enhance its quality and reputation. This guide outlines the various remits of the Editor within the publishing process.

Peer Review Process

- Ensure that published content reflects the highest standards of academic and scientific rigour and excellence.
- Make an initial decision on whether each submitted article meets the Journal’s scope and is appropriate for further independent peer review.
- Liaise with the Peer Review Systems Coordinator over-seeing the implementation and co-ordination of the online submission and peer review system.
- Build and manage a referee/reviewer network:
 - Become adept in using the online peer review submission and management system.
 - Ensure all co-editors and members of the Editorial Board register for and use the online peer review submission and management system.
 - Encourage independent experts to register for and use the online peer review submission and management system.
 - Ensure all submitted manuscripts that are considered appropriate for peer review are addressed and processed in a timely manner.
 - 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.
 - Review suitability of referees from time to time.
 - Find new referees when those approached decline, fail to respond or respond with insufficient feedback.
- Ensure that authors, members of the Editorial Board, and referees/reviewers adhere to the Journal’s Guidelines on [Publishing Ethics](#) to assure the integrity and reputation of the Journal is maintained at all times.
 - Work with Taylor & Francis to address and resolve any expressions of concern or allegations of misconduct regarding published content.
 - 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.
- Liaise with any Associate Editors as necessary, for example to ensure allocation of workload is fairly divided and the comparable quality of papers being co-ordinated by each Associate Editor.

Strategic Development

- With Taylor & Francis, identify strategies to enhance the quality and reputation of the Journal, its citation levels, and readership/circulation.
- In consultation with Taylor & Francis, appoint members of the Editorial Team or Editorial Board as required.

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.
- Suggest potential contributors, generate ideas for Special Issues and reviews, and commission papers as required.

Championing the Journal

- Be the Ambassador for the Journal; build, nurture, and grow a community around it.
- Act as the main 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 Facebook page for the Journal.

Provide feedback and strategic suggestion

- Act as a sounding board for publication initiatives generated and suggest possibilities.
- Attend meetings with Taylor & Francis and the Editorial Board as required.
- Provide Taylor & Francis with useful feedback from friends and colleagues.
- Flag newsworthy articles for marketing.

Collaborate and communicate

With the Editorial Board:

- Provide leadership and/or engage in collaborative decision-making, policy formation, brainstorming, etc. as necessary.
- Prepare and circulate information updates (such as details of acceptance rates, articles in progress etc.) on a regular basis, as confidential.
- With Taylor & Francis, convene regular meetings to review Journal performance and discuss strategy.
- Maintain accurate records on Board members (e.g. length of service, contact details, etc.).
- Liaise with Taylor & Francis and Board members regarding future strategy and direction of the Journal as well as flow of submissions etc.

With Taylor & Francis:

- Work closely with Taylor & Francis on the formulation and implementation of annual and long term development plans.

- Identify and consider how to exploit new research thinking in cutting-edge fields.
- Provide Taylor & Francis with advance details of forthcoming conferences and other advertising and promotional opportunities.
- Check the accuracy of all relevant documents and communicate any discrepancies to Taylor & Francis as necessary (e.g. changes of address).
- Develop a strong partnership with your team at Taylor & Francis.
 - We aspire to a professional and mutually beneficial relationship.
 - We achieve this by regular contact – email, phone, face-to-face.
 - Never hesitate to contact us when a problem arises.

With authors:

- Acknowledge initial and all subsequent 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.

Maintain editorial oversight

- Compile each issue, taking into consideration the Journal page budget.
- In conjunction with Taylor & Francis create the aims & scope for the Journal.
- Write editorials.
- Keep to publishing schedules and to page budgets. Please refer to the relevant clause in your Journal or society contract for the guidelines relating to page extents.
- Set editorial policy and implement this.

General management

- Send out general communications e.g letters from the editor, calls for papers.
- Dedicate time to the Journal and demonstrate a commitment to its future success.
- Get involved in succession planning.

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](#).
- 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](#).