



PUBLISHING

Special Issue Editor, *Environmental Chemistry* POSITION DESCRIPTION

The Special Issue Editor has responsibility for delivery of two special issues of approximately 15 invited high-quality papers each to *Environmental Chemistry* per year.

In consultation with the Editor-in-Chief, the Special Issue Editor will decide which topics to pursue, and which researchers to target as authors (the Special Issue Editor may invite Guest Editors who are topic specialists to assist). Following, the Special Issue Editor will manage and lead the special issues through the peer-review process to acceptance for publication. Peer review responsibilities include close scrutiny of manuscripts, the selection of appropriate reviewers, reading and assessing reviewer reports, reaching a preliminary decision, communicating feedback to authors, then reading a revised manuscript, overseeing possible further peer review and revision, and reaching a final decision.

The Special Issue Editor has editorial support from CSIRO Publishing, including access to the web-based editorial management system; an Editorial Assistant. They have support from the Editor-in-Chief and Journals Publisher and through resources offered by COPE to assist with the complexities of peer review.

Specific duties include:

- Ensure high standards of publication ethics are followed to make certain the Journal meets its commitment as a member of the Committee on Publication Ethics (COPE).
- Decide (in consultation with the Editor-in-Chief) topics and authors to invite for special issues.
 - Ensuring diversity of the invited authors (Early Career Researchers, gender balance, geographically diverse backgrounds, etc.)
 - Send personal invitations to proposed authors, follow up invitations, reminders, and any requested further information to potential.
- Keep an overview of the status of proposed papers (supported by reporting from the editorial office) and maintain regular consultation with the Editor-in-Chief and Journals Publisher.
- Deliver sufficient accepted manuscripts to fill two special issues annually and meet publication deadlines.
- Managing timely, rigorous and constructive peer review of manuscripts submitted for special issues by a diverse range of appropriately chosen reviewers while maintaining confidentiality.
- Promptly reject manuscripts that are clearly outside scope, not new or significant, unsound (i.e., insufficient data to support conclusions, poor experimental technique) without recourse to reviewers' comments.
- If the Editor has a conflict of interest or a relationship that may bias their treatment of the manuscript under consideration, they should excuse themselves from handling the manuscript.
- Corresponding with reviewers and authors, in a courteous, respectful and timely manner.
- In consultation with the Editor-in-Chief and Journals Publisher, assess any ethical concerns that may arise from time-to-time, including plagiarism, and work within COPE guidelines to resolve them.
- Making comprehensive decisions on manuscripts (i.e., revise, recommend, accept, reject) according to the editorial direction set by the Editor-in-Chief.
- Where appropriate, submit original contributions to the Journal that will undergo the same rigorous peer review as other submissions to the Journal.
- Promote the special issues to colleagues and advocate for the journal to the research community.



PUBLISHING

About *Environmental Chemistry*

Environmental Chemistry publishes scientific articles addressing the chemistry of the natural and engineered environment (including indoor and outdoor air, water, earth, wastewaters, and biota). This includes the behaviour and impacts of contaminants and other anthropogenic disturbances. Topics covered include atmospheric chemistry, geochemistry and biogeochemistry, climate change, marine and freshwater chemistry, polar chemistry, fire chemistry, soil and sediment chemistry, and chemical aspects of ecotoxicology. Papers that take an interdisciplinary approach, while advancing our understanding of the linkages between chemistry and physical or biological processes, are particularly encouraged.

<https://www.publish.csiro.au/en>

About CSIRO Publishing

CSIRO Publishing is Australia's leading science publisher of books, journals, and magazines. We operate as a not-for-profit, editorially independent business unit within the Commonwealth Scientific and Industrial Research Organisation (CSIRO). Established as a stand-alone imprint and publishing house in 1995, many of the peer-reviewed journals we publish commenced as early as 1949. The outcomes of science in our publications improve decision making, contribute to the growth of STEM-enabled innovation and enrich lives through access to knowledge.

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