



PUBLISHING

Appendix A
Associate Editor, *Australian Journal of Chemistry*
POSITION DESCRIPTION

Associate Editors have responsibility for handling manuscripts and determining the suitability of manuscripts for publication. Each Associate Editor may receive up to 20 manuscripts per year. Responsibilities include close scrutiny of manuscripts, the selection of appropriate reviewers, reading and assessing reviewer reports, reaching a preliminary decision, communicating feedback to authors and/or Editor-in-Chief, then reading a revised manuscript, overseeing possible further peer review and revision, and reaching a final decision. Associate Editors correspond with the Editor-in-Chief and Journals Publisher about difficult decisions and possible ethical concerns.

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

Associate Editors also invite submissions to the Journal and facilitate Special Issues and/or Research Fronts.

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).
- Managing timely, rigorous and constructive peer review of manuscripts submitted by a diverse range of appropriately chosen reviewers while maintaining confidentiality.
- Act as a proactive reviewer for the journal, with the expectation of accepting and timely reviewing at least 5 manuscripts per year.
- 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.
- Commission content contributions to the Journal in consultation with the Editors-in-Chief (for example, Special Issues and/or Research Fronts).
- 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 the **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.
- Upon request, recommend to the Editor-in-Chief potential members for the Editorial Board of the Journal.
- Where appropriate, submit original contributions to the Journal that will undergo the same rigorous peer review as other submissions to the Journal.
- Represent and advocate for the journal to the research community at national and international conferences, on visits to key institutions/laboratories, etc.
- Attend Editorial meetings in person or online, as requested.