

# JOURNAL EDITOR JOB DESCRIPTION

## OVERVIEW

The Editor is responsible for the overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely. The Editor is responsible for upholding the mission and scope of the journal and for selecting papers that provide new, original, and important contributions to knowledge. The Editor selects associate editors, editorial board members, reviewers, and any other editorial positions required in developing content for the journal. The Editor serves as chair of the editorial board and oversees its work. The Editor may write editorials and solicit manuscripts on special issues and may assign guest editors for these special issues. The Editor seeks opportunities to hold an annual editorial board meeting and prepares an annual report for the publisher.

## DUTIES

- 1. The Editor oversees the mission and scope of the journal in consultation with the publisher and AASP Executive Board.**
  - a. The Editor periodically reviews the Editorial mission and scope of the journal, consults with the editorial board, and makes recommendations to AASP and the publisher to change the mission and scope when deemed appropriate.
  - b. The Editor insures that the papers published are consistent with the editorial mission.
  - c. The Editor is responsible for making the decision to publish any thematic issues of the journal and for recruiting the papers to be published. The Editor may select a guest editor(s) for a thematic issue if desired.
  - d. The Editor may recommend to the publisher that a special issue be published in addition to the regular issues of the journal. The publisher will have the responsibility for approving or rejecting such a proposal.
- 2. The Editor is responsible for overseeing the editorial review process.**
  - a. The Editor selects associate editors (if associate editors are part of the structure of the editorial process), the editorial board members, reviewers, and any other special editors such as book or media editors, digest editors, or column editors. This staff must be approved by the AASP Executive Board, and each member must have (or obtain before service to the journal) a current professional membership to AASP.
  - b. The Editor will use the publisher-provided peer-review system (currently Scholar One Manuscripts) to conduct the editorial review process.
  - c. The Editor will assign papers to reviewers who have the appropriate knowledge and skill to evaluate them, will monitor the quality of the reviews prepared, and will replace editors whose reviews are inadequate or untimely.
  - d. The Editor will be the final arbiter regarding the acceptance of papers when reviewers differ in their evaluations.
  - e. The Editor will insure that the review process is completed in a timely way and that authors receive constructive feedback about papers submitted.
- 3. The Editor provides the manuscripts accepted for each issue to the publisher.**
  - a. The Editor forwards the manuscripts for each issue to the publisher, submitting them to the Managing Editor assigned to the journal.
  - b. The Editor insures that the manuscripts are complete, including illustrations, references, and contact information for the authors.

- c. The Editor submits the manuscripts for each issue on time according to the schedule agreed upon with the publisher.

**4. The Editor will see that the journal follows customary ethical policies for scholarly publishing.**

- a. The Editor will identify, investigate, and address any ethical breaches of conduct by authors and reviewers.
- b. The Editor will see that authors are treated with fairness, courtesy, objectivity, and honesty.
- c. The Editor must be prepared to deal with errors and allegations of misbehavior.

**5. The Editor will seek opportunities to promote the journal.**

- a. The Editor will seek to speak at conferences and other events about the purpose and values of the journal, inviting potential contributors to consider submitting papers to the journal.
- b. The Editor will identify indexes in which the journal should be included and pass that information on to Human Kinetics.
- c. The Editor will help the publisher promote the journal by identifying places, events, and individuals to whom promotional material should be sent.

**6. The Editor may write editorials for the journal.**

**7. The Editor will provide the publisher with appropriate information about the editorial activities of the journal.**

- a. The Editor will prepare an annual report according to an agreed upon schedule.
- b. The Editor will report opportunities about which the publisher should know to help improve the journal.
- c. The Editor will report any significant problems that might affect the quality or timely release of the journal.

**AUTHORITY**

The Editor has the final decision-making responsibility for the acceptance or rejection of all manuscripts submitted to the journal. The publisher will not become involved in editorial decisions.