

International Society of Exposure Science (ISES)
Journal of Exposure Science and Environmental Epidemiology (JESEE)
Editor-in-Chief

Functions and Responsibilities

General

1. Serves as an Ex-Officio on the ISES Executive Board and Publications Committee
2. Serve as a liaison between the ISES and the publisher, Nature Publishing Group (NPG)
3. Works with NPG to develop marketing strategies for the Journal
4. Works with NPG on strategies to increasing circulation and the stature of the Journal
5. Defines the Goals and Scope of the Journal in conjunction with ISES Publications Committee and JESEE Editorial Board
6. Defines the instructions to authors in conjunction with NPG for preparation of manuscripts
7. Serves as Administrator of Manuscript Central, the web-based manuscript processing system
8. Convenes the Editorial Board meeting during each annual ISES conference to discuss Journal and Publisher issues, and participates in the meeting of the Publications Committee
9. Seeks advice from the ISES Publication Committee and Editorial Board on important issues

Reviews and Publication Related Matters

1. Solicits recommendations for Associate Editors and Manuscript Review Board (new) appointments to JESEE from current Associate Editors, and the Publications Committee
2. Recommends Associate Editors for approval by Publications Committee
3. Evaluates the performance of Associate Editors and the Manuscript Review Board (new committee) and takes corrective action, if necessary
4. Determines whether new manuscripts submitted for publication are within the Scope of the Journal seek input from Associate Editors when necessary
5. Sets rules for granting waiver of manuscript page charges in consultation with NPG and the Publications Committee
6. Assigns a Review Board member to handle the review of a manuscript
7. Assists Associate Editors and Review Board members with issues related to manuscript reviews and use of web-based system
8. Monitors in conjunction with Associate Editors the progress of all manuscript reviews for timeliness and adherence to review guidelines
9. Makes final decision on acceptability of manuscripts for publication taking into account the Associate Editor's and/or Review Board member recommendation
10. Mediates conflict resolution issues with authors, Associate Editors, Review Board etc.
11. Assigns manuscripts to each issue of the Journal (currently six per year); takes into account the budgeted number of pages per issue [Note: not all issues have equal number of pages allocated for print]
12. Determines the need for supplementary issues of the Journal in conjunction with NPG and the finance committee of ISES
13. Defines the manuscript groupings for supplementary issues
14. Handles and approves the production of Special Issues of JESEE
 - i. Defines the review process for special issues where Guest Editors [not necessarily Associate Editors] are assembled for reviewing manuscripts
 - ii. Serves in a Quality Control role on reviews performed for manuscripts that will constitute a Special Issue. Has final approval authority on the recommended **product**.

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Time Spent on Duties:

1. Average, 2 hrs per day, 5 days per week; more time if problems arise
2. When an administrator (secretary level) is available, Editor-in-Chief spends about 1 hr per day; administrator about 1 hour per day

Note: Editor must address Journal needs every week of the year in order to have prompt responsiveness to authors and Publisher.

Job Qualifications:

1. Broad understanding and experience in “Ethics and Policy in Scientific Publications” and “Scientific Integrity” issues
2. Experience in conflict resolution
3. Ability to provide fair/impartial judgment to research of other investigators
4. Experience with reviewing manuscripts for publication
5. Expert in at least one area of exposure sciences
6. Broad understanding of the field of exposure science.
7. Scientific stature in the field of exposure or aligned research.
8. Strives for the highest quality possible
9. Dedicated interest in serving as an Editor-in-Chief for the purpose of advancing the stature of the Field and Journal on the behalf of ISES