

Journal of Nutritional Science, Deputy Editor Job Description

Introduction

Journal of Nutritional Science (JNS) is an international, peer-reviewed, open access journal that publishes high-quality research articles on all aspects of nutrition. The underlying aim of JNS is to develop and to advance nutritional concepts.

The Role

JNS aims to provide a rapid response to authors while maintaining high standards of rigour, integrity and fairness as a hallmark of the journal.

The Deputy Editor is responsible for making decisions on manuscripts based on the recommendation of a First Editor and peer reviewer comments.

Deputy Editors usually receive around 5 manuscripts per month, which are normally within their own broad area of expertise. Deputy Editors will also work with a small group of First Editors aligned with their expertise. You will be responsible for:

- ensuring that JNS maintains the highest quality while adhering to the publication policies and procedures.
- evaluating whether submissions are of an appropriate quality for publication in the journal, based on reviewer comments and First Editor recommendation.
- Writing brief reports to support editorial decisions where a manuscript has not been reviewed thoroughly.
- promoting JNS at conferences and meetings, and through your networks.
- suggesting and reviewing special issues.
- attending the annual Editorial Board meetings.
- Working with the Editor in Chief to develop and implement strategic plans for the journal.

Editorial support

All aspects of the review process are managed online through the ScholarOne Manuscripts system.

The Editorial Office at Cambridge University Press will provide you with a training session in use of ScholarOne, a briefing document of our procedures and, of course, will be very happy to help you with any questions you might have about our processes. The normal tenure on the Board is three years and can be renewed annually thereafter by mutual agreement for up to a further three years.

Person requirements

- You should have extensive publications experience having been a corresponding / submitting author on at least 10 occasions.
- Have a track record of peer review in a range of journals.
- Have excellent communication skills and an ability to work effectively to tight timelines.
- You will have experience of assistant or first editor roles on similar journals.

Applications should be made via the [online form here](#).

All Editorial Board Members will receive free [Nutrition Society Membership](#), which includes access to *Proceedings of the Nutrition Society*, discounts to attend conferences and events, 25% APC discount to publish in the Nutrition Society's open access journals, and access to our grants and awards programme.