

## ***Gut Microbiome* Associate Editor Job Description**

### **Introduction**

*Gut Microbiome* is an international open access journal with the aim of supporting the development of an integrated, interdisciplinary understanding of the gut microbiome. The journal focus on the contributing factors that influence the gut microbiota and in turn how the gut microbiome impacts the health, development and disease status of the whole human body.

### **The role**

Associate Editors are responsible for assessing the suitability of manuscripts assigned to you, including the technical and intellectual content, and for obtaining reviews in a timely manner. We aim to provide a rapid response to authors while maintaining the high standards of rigour and fairness that are characteristic of GMB. Associate Editors usually receive 2/3 manuscripts per month on average, which is normally within their own field of research.

You will be responsible for:

- ensuring that GMB maintains the highest quality while adhering to the publication policies and procedures.
- evaluating whether submissions are of an appropriate quality for peer review.
- proposing referees from those suggested by the author, together with your own contacts and preferences.
- evaluating whether submissions are of an appropriate quality for publication in the journal, based on reviewer comments.
- Writing a full review when a manuscript has not been reviewed thoroughly. You may also be required write a full review if there is only one adequate Referee report, or there are no suitable Referee reports.
- promoting GMB at conferences and meetings, and through your networks.
- suggesting and reviewing special issues.
- attending Editorial Board meetings.
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### **Editorial support**

All aspects of the review process are managed online through the ScholarOne Manuscripts system. The Editorial Office will provide you with 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.
- Have excellent communication skills and an ability to work effectively to tight timelines.

All Editorial Board Members will receive free Nutrition Society Membership.