



Terms of Reference: Executive Editor, Bulletin of Volcanology

December 2016

Bulletin of Volcanology (BV) is the official Journal of IAVCEI and is published by Springer. It is run by an Executive Editor and an Editorial Board of approximately 20 Associate Editors, and operates via an online article management system with invaluable support from the wider volcanological community in the form of peer review. BV has a tradition of emphasising robust review and editing over speed and number of papers published, and as a result publishes a high proportion of strong papers. In contrast to many other journals, BV has its own dedicated journal-specific editorial office, usually in the form of an Editorial Administrator co-located with the Executive Editor. One advantage of this arrangement is that BV has an editorial office that is completely committed to the journal and the journal's editors and authors. The editorial office is supported by money from Springer, and the amount is negotiated after appointment of the EE. Including resubmissions, BV receives about 200 manuscripts per year. Currently approximately half of first submissions are rejected, mostly with reject/resubmit (=major revision) decisions, with almost all of these being subsequently resubmitted with a new article number and start date. It is estimated that the role of EE is a time commitment of approximately 8-12 hours per week, with the Editorial Administrator spending on average approximately 10 hours per week.

Specific tasks/expectations of the Executive Editor

- **Manage editorial office support.** This involves liaising with Springer regarding editorial support. Traditionally Bulletin of Volcanology has had a dedicated editorial office, in the form of a Springer-funded Editorial Administrator co-located with (i.e. in the same time zone as) the Executive Editor. This arrangement works very well and results in the personalized service our authors and editors, especially the Executive Editor, have become accustomed to. The Executive Editor is expected to appoint an Editorial Administrator, and funds for this are written into the publishing contract with Springer.
- **Maintain an efficient and appropriate Editorial Board.** Recruit suitable AEs to ensure the editorial board consistently maintains a good mix of AEs across disciplinary expertise, geographical location and gender. This may require investigating publication records of researchers in the subfields that require coverage, and/or liaising with the IAVCEI EC to assist with recruitment to the board. In any case the EE should seek approval from the IAVCEI EC for appointments of Associate Editors. The term for an AE is 4 years, with the option of renewal. On occasion The EE may need to step in and chase up or pick up editing mid-stream if the AE is unable to complete the process in a timely manner.
- **Promptly process manuscripts.** Where possible, invite and assign Associate Editors to new submissions within a few days of receiving the submission, and handle manuscripts requiring EE approval within 2 weeks.

- **Maintain high editorial standards.** Upon receiving a recommendation to publish from the AE the EE is expected to provide a final check that the responses to reviews are appropriate and that there are no anomalies or scientific problems that have somehow slipped through the process. The EE should also provide a final check that text is grammatically correct and that tables, figures and captions are free from errors.
- **Liaise with authors, AEs, IAVCEI EC, and Springer.** The EE is expected to liaise in a professional manner with BV's journal manager at Springer, the IAVCEI EC, as well as the AEs (at conferences or other opportunities). The EE may also field queries from authors wanting to discuss an AE's decision, and may need to handle the occasional comment and reply.
- **On occasion act as handling editor.** This may be needed once or twice a year, when for example all appropriate AEs are already overloaded or otherwise unavailable. The EE may also choose to handle the small number of "Short Scientific Communications" as these are expected to be handled a bit more quickly than a standard paper.

General requirements of the Executive Editor

- Excellent time-management skills
- Flexibility and an open mind
- A real enthusiasm and interest in a wide range of volcano-related topics
- Commitment to giving BV editing a high and consistent priority among other tasks
- Enthusiasm to lead and develop a long-established journal run by, and for, volcanologists
- Commitment to improve the journal, including its impact factor
- Commitment to keep the journal running without any significant breaks during the year

Specific tasks/expectations of the Editorial Administrator

- Act as the primary contact with Springer for authors, reviewers, and Associate Editors.
- Provide training and assistance to editors, reviewers, and authors as required.
- Track and move papers through the online Editorial Manager system from submission, to review, to final decision. This includes sending out editor invitations, closing off entries, troubleshooting website queries, entering new users, liaising with Production on proof corrections if needed.

General requirements of the Editorial Administrator

- Excellent correspondence skills
- Familiarity with Word, Excel, Adobe, and Outlook or similar email program.