



Article Reviewer for Tire Science and Technology Journal – Job Description 8/7/2017

The Tire Society
810 E. 10th Street, Lawrence, KS 66044
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Who: Person with technical expertise in the subject matter of the journal article. Reviewers are qualified volunteers willing to commit their time to read in detail and to understand the article they are assigned. The person can be a member or non-member of The Tire Society.

Mission: Provide critical technical review of submitted journal article before publication in the Journal of Tire Science and Technology.

Reports to: Editor or Associate Journal Editor.

Articles can only be published after peer review, so reviewers are essential for journal production.

Reviewers receive assignments at the discretion of the editor and/or associate editor. A successful reviewer will promptly respond to the assigned Associate Journal Editor, describing any issues with the article. These may include:

- Technical errors
- Other published work that the author has not considered
- Issues of completeness (where additional description may be required)
- Issues affecting readability (e.g., grammar, organization, legibility of charts)

The reviewer will rate the paper using the society's electronic rating system, and must be able to effectively communicate their findings, providing constructive comments that may be passed on to the author. A reviewer should have a good technical familiarity with the areas covered by the article and should be familiar with other published work in this area.

A reviewer must be un-biased and should base their review solely on the work that is presented, and not upon any personal prejudices. A reviewer should immediately notify the associate editor if they feel that any conflict of interest (or perceived conflict of interest) may exist. During the review process, a reviewer shall not contact an author directly – working instead through the review system – and should not identify himself/herself to the author in order that there be no conflict of interest.

If an author submits revisions based on the reviewer's comments, the reviewer may be asked to evaluate these revisions to determine whether they address any issues that had been raised. The reviewer should strive to identify all potential issues in the first round of review, so that the review process does not become protracted. If a reviewer is unable to complete their work on a timely fashion, either due to personal conflict or because they feel that they cannot competently review the assigned paper, the reviewer shall promptly notify the associate editor, and (if possible) identify a suitable replacement reviewer.

A reviewer needs to respond to the invitation to review a manuscript within a week. The review should be completed within four weeks.

Time Commitment: Typical reviews take between 4-10 hours of time

To sign up as a potential reviewer: Go to <http://tiresciencetechnology.allentrack.net/cgi-bin/main.plex>; register on the website and make sure to enter topic keywords describing your expertise.