

Journal Editorial Board Jobs

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The Tire Society

810 E. 10th Street, Lawrence, KS 66044

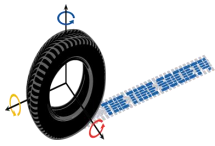
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Journal Editorial Board Charter

The Tire Society is publisher of the Journal of Tire Science and Technology using outside services to print and distribute the journal in paper and electronic media. Critical to the value and production of the journal is the critical peer review of each submitted manuscript. The Editorial board has responsibility for the peer review process culminating in submission to our publishing service provider to put the paper into print.

- Work to obtain papers for publication in the Journal of Tire Science and Technology.
- Work with authors to produce papers suitable for publication at the publication service provider.
- Administer peer review of submitted papers.
- Use AllenTrack to facilitate the review and editing process to produce papers to publish in the Journal.
- Publish high quality papers to achieve a high impact factor.
- Submit papers to production to meet production plan for four journals each year.
- Ensure the proper timeline from submission of manuscript to finished review; all papers are to be reviewed within one year after submission.

The Editorial Board consists of an editor and several associate editors whose job descriptions are on the following page.



Journal Editorial Board Jobs

Journal Editor – Job Description

Who: Tire Society Member

Term: Undefined

Reports to: Publication Committee Chair

Responsibility: Voting member of the Executive Committee

- Responsible for carrying out the publication policy of The Tire Society.
- Responsible for the publication schedule
 - Four issues of the Journal shall be published each year on a quarterly basis.
 - Issue the production schedule with the publication service provider.
- The editor has the authority to appoint associate editors to be responsible for the development of different aspects of the publications of the Society.
- Manage the rating system used by associate editors and reviewers
- Be the liaison to the publication service provider regarding journal content.
- Attend executive committee meetings

Associate Journal Editor – Job Description

Who: Tire Society Member

Term: Undefined

Reports to: Editor

Responsibility: See following

- Lead peer review of assigned papers in a timely manner
- Obtain reviewers with proper expertise for critical review of papers
- Use electronic article review process
- The assigned Associate Editor is the first point of contact between the Author and the Society.
- When assigned a paper by the Editor, find and assign appropriate reviewers.
- Communicate with those reviewers to ensure that they respond in a timely fashion.
- If reviewers are not responding in a timely fashion, the Associate Editor must reassign them to different reviewers.
- When reviews are returned, the Associate Editor must evaluate the merits of any comments received and make a decision on how the manuscript shall proceed (publish as is, minor revisions, major revisions, reject).
- The Associate Editor is responsible for providing the authors constructive comments and suggestions to help guide any revisions that may be required. He/she must also ensure that the Author(s) are not sent any reviewer comments that may be inappropriate or unhelpful.
- If revisions are requested, the Associate Editor must review these in a timely manner, if necessary soliciting additional comments from the reviewers.
- The Associate Editor is responsible for communicating with the Editor the status of each assigned paper and the reasons for his/her decisions.