

THE ROLES AND RESPONSIBILITIES OF THE *CLIMACTERIC* EDITORIAL TEAM

The *Climacteric* Editorial team is composed of the Editor-in-Chief (EiC), the six Associate Editors (AEs), the Managing Editor (ME) and the Editorial Assistant (EA).

In their primary roles, they are responsible for the whole publication process from submission of a manuscript to either its rejection or its publication.

- The EA (Susan Brown) manages manuscripts on behalf of the EiC, AEs and the authors from submission through the online website, ScholarOne (S1M), to the peer-review stage, and then from acceptance to delivery to the ME (Jean Wright), from S1M to the Central Article Tracking System (CATS).
- The EiC and the six AEs are responsible for the peer-review process, from initial assessment of a submitted manuscript, to assigning peer reviewers, to making decisions on rejection, revision or acceptance.
- The ME is responsible for the copy-editing, typesetting and online publication of each accepted manuscript and its eventual publication in print. Detailed descriptions of each team member's role and responsibilities are given below.

The Editor-in-Chief

The EiC of *Climacteric* is appointed by the IMS Board, and Taylor & Francis (T&F) provides funds for his expenses. He has the following roles and responsibilities:

Manuscript submission and peer review

- Guiding manuscripts through the review process using S1M. This involves: assessing the manuscript for scientific content; making an immediate decision to reject or to pursue peer review; appointing an AE to be responsible for the peer review, ensuring that manuscripts are apportioned equally and by region to the AEs and making a final decision based on the recommendations of the AE.
- Either writing or commissioning an AE to write an Editorial every 2 months

ASSOCIATE EDITORS

*Professor Robin Bell, Australia | Dr Peter Chedraui, Ecuador | Dr Tim Hillard, UK
Dr James H. Pickar, USA | Professor Tevfik Yoldemir, Turkey | Professor Qi Yu, China
MANAGING EDITOR Mrs Jean Wright | EDITORIAL ASSISTANT Mrs Susan Brown*

- Writing E-Alerts every 2 months
- Selecting and ordering contents for each 2-monthly issue
- Liaising with the ME to ensure timely production of each issue
- Ensuring that high-quality Invited Reviews and Invited Editorials are commissioned
- Commissioning manuscripts for special issues and supplements and actively seeking supplements supported by the pharma
- Reviewing and revising where necessary the composition of the Editorial Board.

Marketing and income

- Pursuing sponsorship for supplements and special issues
- Promoting manuscripts with reprint potential to increase income to the IMS
- Liaising with T&F with regards to marketing of the journal, pricing for special issues and supplements and all other publication matters.

Meetings and Reports

- Meeting with the Publisher and Editorial team on a yearly basis to discuss the progress of the journal
- Meeting with the IMS Board once or twice each year to update the Board on journal activities and providing a written Report to the Board in advance
- Meeting with the ME and the EA once or twice a year
- Meeting with the Editorial Board every 2 years at the World Congress and providing a written Report to the Board in advance.

The Associate Editors

- Accepting editorial responsibility for overseeing the peer review of those manuscripts assigned to him/her by the EiC. The AE first reviews each paper and may reject it at that stage. If the paper is thought worthy of further review, it is the AE's task to invite two reviewers of their choosing and then follow the review process until the paper is returned to the EiC with a recommendation to publish, modify or reject.
- Contributing at least one editorial per year

- Recommending reviews and commentaries which they feel may be of interest to readers and liaising with the EiC, ME and AE concerning any reviews, etc. that they commission

The Editorial Assistant

Submission of manuscripts through S1M:

- Checking that all submission and file details are correct and as specified in Instructions for Authors (IFA): author & co-author details plus email addresses; correct word count and number of references for manuscript type; file types, e.g. file for peer review with all identifying details removed
- Forwarding in S1M to EiC all correctly submitted manuscripts
- Contacting corresponding author to correct, where possible, details and files for any incorrectly submitted manuscripts
- Uploading corrected files and/or details received from authors before forwarding manuscript via S1M to EiC
- Monitoring system to ensure timely progression of manuscripts from submission, via revision if required, to acceptance
- Contacting peer reviewers for overdue peer reviews, on behalf of EiC or AEs
- Processing all revised manuscripts through S1M – as above for original manuscripts
- Monitoring S1M database for incorrect author or peer reviewer details.
- Dealing with undeliverable emails generated by S1M, e.g. for incorrect author or co-author email addresses, obtaining correct addresses and updating in S1M; confirming address with peer reviewer; updating in S1M; contacting EiC or AE to advise and inform of progress.
- Checking accepted manuscripts for correct details and files prior to transfer to production through CATS
- Answering general enquiries, and resolving problems for individual authors, peer reviewers and the Editorial team during the manuscript journey
- Continually monitoring and improving the IFA, wording of submission screens and automatic email communication from S1M to authors and reviewers
- Liaising with the ME to facilitate the online submission and review process for authors, reviewers, EiC and AEs

Editor-in-Chief and all six Associate Editors

- Providing continual support for EiC and AEs during manuscripts progress through S1M
- Answering queries from EiC or AEs relating to their assigned manuscripts, authors, and peer reviewers
- Assisting with tasks associated with S1M, e.g. how to add peer reviewers to system, how to re-invite peer reviewers.

Climacteric

- Communicating and maintaining professional relationships with the Editorial Board, peer reviewers and authors
- Coordinating Invited Reviews commissioned by EiC and AEs, and monitoring progress.
- Assisting with evaluating and updating Editorial Board and attendance and support at Editorial Board meetings & interim meeting
- Meeting annually with the Editorial team and/or the publisher and regularly with the ME – four/five times per year.
- Monitoring journal statistics for accept ratio, number of manuscripts in system, and manuscripts submitted to date and providing these updates to EiC, ME, and AEs
- Assisting with the peer-review process for special issues and supplements
- Identifying submissions with reprint potential
- Monitoring and coordinating Tweets for the *Climacteric* Twitter account, updating any text or images as necessary
- Devising and creating additional support for authors and peer reviewers, e.g. Writer's Guide and proposed Peer Reviewer Guide
- Facilitating the update for any changes required, such as additions to IFA, Impact factor

The Managing Editor

As an external production editor for T&F.

- Receiving each newly accepted manuscript from S1M through to CATS and logging into record files. If a manuscript comes direct from the EiC or AEs (e.g. Editorials), entering the manuscript into CATS

- Copyediting each manuscript, i.e. for grammar, spelling, punctuation, clarity (especially for readers whose first language is not English), acronyms, heading levels, correct journal/T&F style; formatting tables; checking figure quality; checking references are cited in numerical order and are not duplicated; correcting reference style, and finding missing data in references
- Uploading the copy-edited manuscript into CATS for 'tagging' by typesetters (tagging means the typesetter codes the author details, heading levels, references, etc. according to the uniform T&F style)
- Checking the tagged manuscript and correcting if necessary to *Climacteric* style, and adding any queries to the author; uploading the checked manuscript for typesetting
- Proofreading the proofs; marking any corrections on PDF files and adding any changes/corrections from the author; chasing late proofs from author; sending corrections to typesetter
- Checking that the copyright transfer form has been received from the author, and chasing if necessary, and uploaded into CATS; if the author requests and pays for Open Access, altering the copyright line on the proofs
- Checking corrections to proofs have been carried out correctly and, if so, requesting a preview of the final proofs through CATS
- Checking the preview PDF and, if correct, publishing the paper online
- For each issue, sending the EiC a list of available papers from which he selects and orders papers for that issue; 'composing' the issue in CATS and requesting issue proofs
- Liaising with T&F to acquire any advertisements for that issue and with Biomedical for Congress advertisements
- Checking issue proofs and, when all correct, sending the issue to press
- Throughout this process, communicating with the EiC, AEs, EA, authors, typesetters, and personnel at T&F

On behalf of the Society

- Communicating and maintaining professional relationships with the EiC, six AEs, EA, Editorial Board, and IMS Office

- Assisting the EiC with Editorial Board renewal; issuing invitations, as requested, to join the Board, or sending letters to those being retired from Board; collecting and collating data on contact data and special interests, and issuing these to EiC, AEs and EA; informing IMS Office of changes to Editorial Board so members can receive complimentary subscriptions to journal
- Working with the EA to facilitate the online submission and review process for the EiC, AEs, authors and reviewers
- With the EA, checking the relevant *Climacteric* pages of the IMS and T&F websites and requesting updates when necessary, e.g. changes in Editorial Board
- Commissioning invited editorials in liaison with the EiC
- Notifying T&F of those papers that have reprint possibilities
- Working with the Editorial team to invite contributions for special issues and supplements, liaising with the authors, EiC and AEs, and project managing with the EA the whole process of acquiring the manuscripts, peer-reviewing the papers, and production of the special issues and supplements
- Formatting on the IMS website the bi-monthly issues of the e-bulletin *Climacteric Alert*, in liaison with the EiC, and issuing to members
- Attending annual meetings with the Editorial team and the Publisher and biennially with the Editorial Board. Meetings of the EA and the ME take place four/five times per year.
- Maintaining records of the expenses incurred by the Editorial team for travel, accommodation and subsistence while attending meetings
- Managing changes instituted by T&F, including change of typesetter, change of journal layout and font, change of Informa staff, change in CATS procedures.

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