

## **Neuronal Signaling**

### **Editor-in-Chief**

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The **Editor-in-Chief** of [Neuronal Signaling](#) will conduct the following duties in fulfilment of the Editor-in-Chief Role. In addition, the Editor-in-Chief will carry out the **Associate Editor Role** as described further in this document.

- Lead, oversee and direct the activities of the Editorial Board to maximize the benefit to the Journal; to do this in line with the Biochemical Society and Portland Press [strategy and objectives](#).
- Together with the Managing Editor, to lead policy development for the Editorial Board, and to contribute to the annual strategy of the journal, including contributing to the development of the journal's commissioning strategy.
- Chair the annual meeting of the Editorial Board and any other Editorial Board meetings or teleconferences between Associate Editors; to lead and direct discussions at these meetings.
- In co-operation with the Managing Editor, support (and advocate among the Editorial Board), the commissioning of high-quality research and review articles for the Journal.
- Implement, and to ensure that members of the Editorial Board implement, agreed processes and actions.
- Adhere to, and to ensure that members of the Editorial Board adhere to, agreed policies and the Publisher's Code of Conduct.
- Help raise the profile of the Journal worldwide and to promote the Journal actively to potential and existing authors.
- In cooperation with the Managing Editor and Associate Editors, maintain the scientific standards and manuscript-review-timelines for the Journal as set out in the Publisher's Peer Review Process.
- Support the commissioning of high-quality research papers and review articles from authors through personal contact, calls for papers and participation in conferences.
- The Editor-in-Chief will lead by example and, where appropriate, will publish some of his/her own best-quality work in the Journal. Personal submissions will be subject to peer review, handled by one of the other Associate Editors.
- Advise the Managing Editor of any matters arising in connection with market forces, e.g., competitors in the environment, that may have implications for the Journal, and to maintain awareness of competitor journals.
- Respond to inquiries and requests for information, and to keep in regular contact with the Managing Editor for a two-way update on Journal activities/projects.

- Suggest candidates for the Editorial Board to ensure the Journal benefits from relevant, balanced expertise (geographically, gender-based and on scientific grounds) and suitable subject-area coverage.
- Advise the Managing Editor of matters arising in connection with the Journal that may bear discussion in light of changes to researcher-based policies, requirements or funding.
- Together with the Editorial Board, guide and shape the scope and coverage of the journal, making suggestions of updates or changes from time to time as may be appropriate.
- Sit on the Publications Committee of the Biochemical Society, representing the Journal and advising and reviewing publishing products, services, policies and standards.

## ***Neuronal Signaling***

### **Associate Editor**

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The Editor-in-Chief will conduct the following duties in fulfilment of the **Associate Editor's Role**:

1. Treat the Managing Editor as his/her main point of contact for all purposes and report to and liaise with the Managing Editor at all times.
2. Adhere at all times to the highest standards of editorial good practice and carry out his/her duties in accordance with the Publisher's Code of Conduct and COPE's Code of Conduct and Best Practice Guidelines for Journal Editors, as amended from time to time, which is available from the Publisher or on the COPE website:  
[http://publicationethics.org/files/Code\\_of\\_conduct\\_for\\_journal\\_editors\\_1.pdf](http://publicationethics.org/files/Code_of_conduct_for_journal_editors_1.pdf).
3. In co-operation with the Managing Editor, maintain the scientific standards of the Journal and deal with materials submitted for publication in accordance with the Publisher's peer review process, as described in paragraph 16 below, and any other guidelines or requirements of the Publisher from time to time.
4. Be familiar with the ethos, scope, editorial standards and policies of the Journal and regularly suggest topics or titles for coverage and potential authors in the Area of Expertise.
5. In collaboration with the Managing Editor, advise and assist the Publisher in acquiring high-quality materials for publication in the Journal, including (without limitation) manuscripts, articles, reviews and commentaries, by the use of his/her personal contacts, letters of invitation, participation in conferences, presentation of Poster Prizes where agreed with the Editorial Office, and any other reasonable and appropriate means.
6. In collaboration with the Managing Editor and Editorial Office, issue, or allow the Editorial Office to issue on his/her behalf, at least six (6) invitations per calendar year to leading academics to write reviews or commentaries for the Journal.
7. Lead by example in publishing his/her own, high-quality work in the Journal. (At least three (3) personal submissions (being those in which the Editor-in-Chief is one of the named authors) are encouraged during the term of this Agreement and all such submissions will be subject to the Journal's peer review process, handled by one of the other Associate Editors for the Journal.)
8. Identify and suggest appropriate referees to expand the Journal's referee database.

9. Identify and suggest potential appointees to the Editorial Board for consideration by the Publisher.
10. Respond rapidly to requests for information and other enquiries and keep in regular contact with the Managing Editor (by email or telephone) on all business relating to the Journal.
11. Be an active and engaged member of the Journal's panel of Associate Editors by (without limitation):
  - attending the annual meeting and any other meetings of the Associate Editors of the Journal (in person or by way of telephone or video-telephone conference facilities where available) and providing feedback on suggestions, thoughts and questions brought to these meetings.
  - advising the Managing Editor on the scientific content and quality of the Journal, especially with regard to (i) any desirable policy changes, as well as (ii) ensuring appropriate subject area and geographical spread of papers/authors.
  - advising the Managing Editor of any competition or other market forces or other matters which may have implications for the Journal or the business and activities of the Publisher or the Society generally.
12. Actively and willingly promote the Journal to potential and existing authors and readers whenever possible, by acting as an ambassador for the Journal among colleagues and contacts and at scientific meetings; encouraging submissions; highlighting the scope and aims of the Journal; providing contacts to the Editorial Office; and by all other reasonable and appropriate means.
13. Actively engage with the Managing Editor, and the Editorial Board in order to contribute fully to the Journal's strategy, growth and development.
14. Be available to carry out his/her duties under this Agreement at all times, except during periods of absence which have been agreed in advance with the Managing Editor in writing.
15. In addition to the above, do any and all other things which may reasonably be required by the Publisher to ensure the satisfactory publication and development of the Journal.
16. **The Publisher's Peer Review Process**

**No materials (other than correspondence pieces, such as letters and replies) will be accepted for publication in the Journal without first being subjected to and endorsed by**

**the Publisher's peer review process as described in this paragraph 16.** The Editor will be responsible for the selection of materials for publication in the Journal in accordance with the Publisher's peer review process and will use his/her best endeavours to select (and, following peer review, make acceptance/rejection decisions on) materials, using all possible skill and care and the comments, evidence and arguments provided by the independent referees (as well as the authors, where relevant) as a basis for all judgements.

Using the Publisher's System, the Editor will deal with and oversee the peer review processing of materials submitted for publication in the Journal, which will involve:

- 16.1 Handling any manuscript assigned to you by the Publisher's System in each calendar year.
- 16.2 Assessing all new manuscripts allocated to him/her by the Publisher's System in accordance with the Publisher's peer review policy, and advising on the suitability (or otherwise) of these submissions for peer review; triaging the manuscripts to another journal if relevant, and making these judgements in a timely manner as described in paragraph 16.10 below.
- 16.3 Ensuring that materials submitted to the Journal for publication are refereed by an objective and unbiased peer review process involving, for research and reviews, at least two (2) independent referees expert in the subject matter, and for editorials and commentaries at least one (1) independent referee in addition to the Editor's own review of the paper, in order to ensure that the highest standards of content and scientific reporting are maintained.
- 16.4 Informing the Managing Editor if he/she is unable or unwilling to handle a particular manuscript and providing reasons for this.
- 16.5 Ensuring that all correspondence and other dealings relating to the Journal (with the Publisher's staff, members of the Editorial Board, referees, reviewers and others) occur within the Publisher's System in order to preserve a full record of the assessment, handling, peer review and final outcomes and decisions relating to each manuscript; sending any correspondence occurring outside the Publisher's System to the Editorial Office as soon as possible after receipt; and copying his/her own external correspondence relating to the Journal to the Managing Editor.

- 16.6 Promptly reviewing any editorials/commentaries assigned to him/her by the Editorial Office or by another member of the Editorial Board.
- 16.7 Undertaking any further correspondence with authors and re-consultation with referees and reviewers which may be required and handling any appeals in line with the Publisher's appeals process for the Journal from time to time.
- 16.8 Deciding to accept, reject or request revisions to a manuscript (in consultation with the Managing Editor, if appropriate), and informing the author accordingly.
- 16.9 Doing his/her best to provide a professional service to authors (with support from the Editorial Office where necessary) by ensuring (without limitation) that reviewer reports which are sent to the authors are professional and do not contain any inappropriate comments; that all correspondence is handled in a timely and respectful manner; and that efficient and thorough peer review carried is out at all times.
- 16.10 Maintaining rapid turnaround times by using his/her best endeavours to meet the following service levels:
- within two (2) working days of allocation by the Publisher's System, make an initial assessment of submitted papers (send for peer review or triage or reject without full review) and, where appropriate, make an initial assignment of reviewers.
  - within four (4) working days of allocation by the Publisher's System, assign submitted papers to reviewers, providing more reviewers, if necessary, to avoid delay.
  - within two (2) working days of receiving reviewer reports, provide a decision to authors accompanied by the peer review comments.
  - achieve an interval of no more than three (3) weeks between allocation by the Publisher's System and the first decision sent to authors.
- 16.11 Providing advice on individual manuscripts at any stage if his/her input is requested by the Managing Editor or another member of the Editorial Board.
- 16.12 In addition to the above, doing any and all other things which may reasonably be required by the Publisher to ensure the satisfactory conduct of the peer review process for the Journal.