

## ***Biochemical Society Transactions***

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

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The **Editor-in-Chief** of [Biochemical Society Transactions](#) 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, particularly 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 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 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.