

## **SSR in Practice and SSR in Depth Editor(s) – Duties in full**

*Both roles will be supported in an administrative way by HQ staff members and with the use of automated tracking and reviewing systems.*

### **Stages in SSR editing and production – an outline**

*No specific promises will be made about in which issue any article will appear. The plan is to build up a 'stock' of accepted and typeset articles to choose from for upcoming issues.*

a) Using own networks, ASE committees and groups, ASE communications team, editorial boards and SSR advisory group, ensure a pipeline of potential articles/authors for SSR in Depth and of online proposals for SSR in Practice articles

b) Selecting which online proposals to commission as articles for SSR in Practice to ensure a balanced contents list for the next and subsequent issues of the journal (***Commissioning Editor, in consultation with Content Editor***).

Receiving SSR in Practice commissioned articles and providing writing outline, or speaking to authors to brief them verbally (***Commissioning Editor***).

Initial Editor reviewing of commissioned SSR in Practice articles to prepare them for peer review (***Commissioning Editor***).

Initial Editor reviewing of unsolicited and commissioned articles for SSR in Depth to prepare them for peer review (***Content Editor***).

Acknowledgement and tracking of all the above (***HQ admin***).

c) Peer review: identifying (types of) reviewer (or, in time, identifying reviewers directly) for SSR in Practice and arranging the sending of articles, with suggested deadlines, to reviewers (***Content Editor, HQ admin***). Receive reviews, collate responses and send to authors with a deadline to return revised version (***Content Editor***).

Check author second drafts from author to ensure that reviewer comments have been acted upon (***Content Editor***).

d) Once final versions of articles for both SSR in Practice and SSR in Depth agreed with author, send to Production team to typeset (according to which section they should appear, in the case of SSR in Practice) (***Content Editor, in consultation with Commissioning Editor***).

e) Finalise contents list for each issue and each 'half' of SSR and instruct Production team accordingly, via HQ admin (***Commissioning Editor and Content Editor***).

f) Filling spaces in a given issue with stock 'fillers' (ASE activities, membership, books, short news items) (***HQ admin***).

g) Final check of issue (both parts), not proofreading, which is done by Production team (*Content Editor, with quick overview from Commissioning Editor*).

### **Commissioning Editor (*SSR in Practice & SSR in Depth*)**

1. Compile contents list (in consultation with Content Editor) for next and subsequent SSR-Ps, and SSR-IDs:
  - **for SSR-P:** liaising with ASE groups/committees, plus using own network and that of Advisory Group/Editorial Board to identify potential authors of a range of article types to submit proposals via the online form.
  - **for SSR-ID,** liaise with Content Editor (to monitor flow of unsolicited material and how this relates to any commissioned pieces.) See point 5 below.
2. Ensure that potential authors for SSR in Practice are briefed. Send authors a writing outline where available and, if possible, speak with potential authors to firm up what is expected from the article and follow this up with an email summary of what was agreed. Give all authors a firm word count and deadline for first draft. Refer Case Study authors to a writing mentor.
3. Receive first drafts, do initial read-through and send editor's comments and suggestions to author, with a second deadline. Once a version is received to Commissioning Editor's satisfaction, pass the article on to the Content Editor.
3. Liaise with ASE Business Manager regarding in-text advert and occasional 2-page science/industry career-sponsored spread **for SSR-P**.
4. In consultation with Content Editor, to plan ahead ensuring balance within an issue and across the year, to support classroom practice **for SSR-P**.
5. To liaise with Content Editor to ensure a consistent and high quality pipeline of good articles for *SSR in Depth*, and to identify potential crossover of material between the two parts of the journal.
6. With Content Editor, do final read-through of typeset issue (not a full proofread) and pass for publication.

### **Content Editor (*SSR in Practice & SSR in Depth*)**

1. To discuss and agree, with Commissioning Editor, future issue plans and choice of articles, contents lists, balance within and across issues, crossover between the two journals.
2. To consider all unsolicited articles (for SSR in Depth) as they come in, allocate reviewers or types of reviewers, and pass on to HQ admin to arrange. To receive 'accepted' commissioned articles from the Commissioning Editor and allocate reviewers and pass on to HQ admin to arrange.

3. To receive reviews, collate and (if necessary) adapt them in a supportive manner and send to authors.
4. To receive revised articles from authors, liaise concerning suitability, length, and adherence to reviewers' comments. If necessary, send back to authors with further revision requests until the article is up to an accepted standard. Arrange acceptance/rejection as appropriate.
5. To do final edit before sending to HQ admin and thence to Production team.
6. To reply to queries raised at proof stage by copy editor/typesetter.
7. With Commissioning Editor, do final read-through of typeset issue of both parts and pass for publication.

## **Workload and remuneration**

It is estimated that the work for each issue will be split as follows:

**Commissioning Editor:** Approximately 3-4 days per issue of both parts of the journal.

**Content Editor:** Approximately 8-9 days per issue of both parts of the journal.

The fee per year will be:

**Commissioning Editor:** £2400.

**Managing Editor:** £5100.