

Early Career Editors – Carbon Capture Science and Technology

Volunteer Role Descriptor

1. Role title and reference.

LS/ECE/CCST/1.0

2. Background

The Journal Editorial Board comprises of volunteers with expertise in the topics covered by Carbon Capture Science and Technology (CCST), owned by IChemE and published in partnership with Elsevier. The CCST Editorial Board members oversee the peer review process and make decisions on suitability of papers for publication.

2. Main duties and responsibilities

The Principal Responsibilities and Duties of Journal Editors

Journal Editors are expected to contribute and share their subject-specific expertise and knowledge to benefit society and/or advance the science of chemical engineering and related disciplines through the journal.

Operations

- Coordinate the review process through identification and invitation of people with expertise in the topic of individual manuscripts
- Evaluate comments received by reviewers and make a judgement on the suitability of a manuscript for publication
- Assist with review of manuscripts submitted to the journal where a need arises
- Communicate post-review decisions to authors
- Assess manuscript revisions and responses to reviewers' comments to make a final decision on suitability for publication
- Contribute to discussions on journal development
- Suggest topics for special issues
- Actively promote the journal to raise awareness and encourage submission of manuscripts.
- Support the journal through choosing it for publication of your own work where appropriate
- Support the other journals published by IChemE as appropriate
- Attend journal editorial board meetings (usually held virtually)
- Provide input to other journal activity as required

Additional information

The role of Editor is an unpaid position.

The above list is indicative only and not exhaustive.

3. Appointment method

Early-Career Editors are appointed by the journal Editor-in-Chief. There are 20 early careers vacancies and selection will be based on review of applicants CV and body of published research.

4. Period of appointment

Early-Career Editors are normally appointed for a term of two years but can be extended if mutually agreed.

5. Commitment required

- There is a requirement for regular interaction with the journal's manuscript submission website to ensure manuscripts are progressed in a timely way
- Approximately 1 - 2 hours of time to be dedicated to the journal per week. This time is used to fulfil the main duties and responsibilities as set out above. This time would most likely be spread out over the week
- Journal editorial board meetings usually take place once a year. Journal editorial board meetings are held online and usually last for 60 to 90 minutes. Timing of meetings is set to accommodate editors in different parts of the world as far as possible
- Promotion of the Journal: Actively promote and advocate for Carbon Capture Science & Technology at major academic conferences, academic activities, or other academic channels both domestically and internationally; promote the journal on LinkedIn and Twitter
- Manuscript Invitation: Invite leading scientists to submit manuscripts; serve as a guest editor for special issues or assist guest editors in organising special issues
- Academic Activities: Coordinate with the editorial board to organise related academic activities (such as webinars, academic workshops, international conferences, etc.)
- Manuscript Handling: Serve as an editor or reviewer handling a certain number of journal manuscripts.

6. Training

A new Early-Career Editor will receive information on the editor role in the form of an editor guide and training on specific editorial tasks as needed.

Other standard volunteer training, e.g., General Data Protection Regulations (GDPR) training, will be provided by IChemE.

7. Person specification

Early-Career Editors must fulfil the following criteria:

- Be an independent researcher (Assistant Professor or above in academia, or equivalent in industry) in the field of carbon capture and have obtained their PhD within the last 7 year
- Recognised as highly knowledgeable in one or more of the key topic areas covered by the journal
- Have practical experience (as an author, reviewer and / or editor) and /or an understanding of the journals publishing process
- Have sufficient time availability to ensure prompt handling of manuscripts for the journal to maintain target turnaround times
- Share the same vision with the journal and be passionate on serving the community of *Carbon Capture Science and Technology*

- Show commitment and enthusiasm for the role
- Applications are welcome from all. We would particularly like to encourage those in underrepresented groups to apply

8. To apply and closing date

Interested individuals should send their CV with the subject "CCST Early-Career Editorial Member Application + Name" to volunteer@icheme.org

In your CV, please also include suggestions for the development of the journal and the responsibilities you are willing to undertake.

CLOSING DATE: 31 July 2024

Additional details

If you would like more information on this volunteer role please contact:-

Pippa Wright

Managing Editor

pwright@icheme.org

<https://www.icheme.org/knowledge/journals/>