

Journal Editor – Chemical Engineering Research and Design

Volunteer Role Description

1. Role title

Journal Editor *Chemical Engineering Research and Design (ChERD)*

2. Background

The Purpose of the Journal Editorial Board

The Journal Editorial Board comprises of volunteers with expertise in the topics covered by *Chemical Engineering Research and Design (ChERD)*, a peer-reviewed academic journal owned by IChemE and published in partnership with Elsevier (<https://www.sciencedirect.com/journal/chemical-engineering-research-and-design>). The Journal Editorial Board members oversee the peer review process and make decisions on the suitability of papers for publication.

2. Main duties and responsibilities

The Principal Responsibilities and Duties of the Journal Editor

The Journal Editor is expected to 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

The Journal Editor is appointed by the journal Editor-in-Chief. There are five new volunteer roles available.

4. Period of appointment

The Journal Editor is normally appointed for a term of three 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.
- Additional Topic area online meetings also take place annually, and further meetings may be scheduled as and when specific matters arise.

6. Training

A new Journal Editor will receive information on the editor role in the form of an editor guide and training on specific editorial tasks is available via Elsevier's online resources in their Editor Hub, in Editorial Manager and via their regular editor training webinars. On-going support and advice is available from the Editorial Office at IChemE.

7. Person specification

The Editor must fulfil the following criteria:

- Recognised as highly knowledgeable in one or more of the key topic areas covered by the journal.
- Be an independent researcher in a field relevant to the scope of *Chemical Engineering Research and Design* – for details on the journal's scope see <https://www.sciencedirect.com/journal/chemical-engineering-research-and-design/about/aims-and-scope>
- 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 *Chemical Engineering Research and Design*
- Show commitment and enthusiasm for the role

Applications are welcome from all. In accordance with the Journal's policy on equality, diversity and inclusion, applications are in particular invited from female candidates and from regions less represented on the ChERD Editorial Board

Additional details and how to apply

More Information

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[Journals - Peer-reviewed research - IChemE](#)

To apply

Please use the “apply now” button on this advert at [Volunteer for IChemE - Latest roles - IChemE](#) and attach your CV together with a two page statement covering your motivation for applying for the role, how you meet the personal specifications as outlined above, and how you will contribute to the improvement of the diversity and inclusion of the journal.