



Job Description: **Journal Associate Editor**

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The Tire Society
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Who:

- Tire Society Member
 - Ideally, a recognized expert in some field of tire technology
- Appointed by: Editor
- Reports to: Editor
- Length of term: undefined, ideally multiple years

Mission:

Advance the Society and add member value by producing a compelling Journal. Recruit high-quality papers for publication. Ensure articles are reviewed in a timely fashion. Identify ways to keep the Journal relevant and to improve its impact.

Specific Responsibilities:

- Lead peer review of assigned papers in a timely fashion.
 - Obtain reviewers with appropriate experience for critical review of paper.
 - Communicate with reviewers to ensure reviews are completed promptly.
 - Ensure that reviews are completed within one year of submission.
 - Maintain a high standard of excellence in published papers.
 - Evaluate merits of reviewer comments and decide how the manuscript shall proceed (publish as is, minor revisions, major revisions, reject).
- Inform Journal Editor the status of each assigned paper.
 - Inform Editor of decisions and the reasons for them.
 - Inform Journal Editor promptly of any difficulty in obtaining reviewers.
- Act as first point of contact between author and the Society.
 - Communicate review decision to authors.
 - Assist authors in understanding issues identified by the peer review.
 - Provide authors constructive comments and suggestions to guide any required revisions.
 - Ensure that Authors are not sent any reviewer comments that may be inappropriate or unhelpful.
- Review requested revisions, if required, in a timely manner.
 - Solicit additional comments from the reviewers if required.
- Actively recruit authors.