



**ENGINEERS  
AUSTRALIA**

## **ROLE STATEMENT**

<b>Role Titles:</b>	Editors Co-Editors Editorial Panel Members
<b>Responsible to:</b>	College Chair or Chair of other affiliated body

### **1. PURPOSE OF THE POSITION**

The Editor is responsible for upholding the mission and scope of the journal and for selecting papers that provide new, original, and important contributions to engineering knowledge. The Editor is responsible for the overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely.

Taylor and Francis (T&F) is a well-regarded international publisher that produces Engineers Australia seven peer reviewed journals on its behalf.

The role reports to the respective College Board or an Executive Committee.

### **2. GENERAL DUTIES AND RESPONSIBILITIES**

- Seek relevant papers that are consistent with the editorial mission
- Actively manage the editorial team to ensure efficient and effective reviews, including:
  - assigning papers to reviewers who have the appropriate knowledge and skill to review them
  - ensure papers receive an objective and unbiased review
  - monitor the quality of the reviews prepared
  - ensure that the review process is completed in a timely manner
- Use the T & F systems to manage the workflow of papers
- Publish the agreed number of editions according to the schedule
- Write an introduction or an editorial to the journal if required
- Work with Engineers Australia and T & F to ensure guidelines and procedures are followed
- Attend relevant training and meetings as required
- Promote good practice and discourage misconduct (such as identifying ghost and guest authors), and identify, investigate, and address any ethical breaches of conduct by authors and reviewers.

- Keep the College Board or affiliated body of Engineers Australia informed on the status of the journal, and report any significant problems that might affect the quality or timely release of the journal
- Engage in activities that will raise the profile and quality of the journal
- Seek the views of authors, readers, reviewers and editorial team members on ways of improving the journal
- as Engineers Australia volunteers, Editors, co-Editors and members of the Editorial Panel must abide by the Engineers Australia code of conduct which can be found on its website at [www.engineersaustralia.org.au](http://www.engineersaustralia.org.au)

### **3. SELECTION CRITERIA**

#### **ESSENTIAL**

Engineers Australia journals aspire to be the top ranking peer-reviewed journals for the science and practice of engineering. The Editor should be a highly respected and recognised member of the academic and/or engineering community.

All candidates should:

- be a senior tenured academic member of an accredited university, or have equivalent standing within the engineering profession
- be a subject matter expert within the discipline area covered by the Journal
- be highly knowledgeable on strategies and indicators of high-impact journals
- have extensive professional networks in academia, profession, and/or industries
- have a strong record of publishing in refereed academic journals
- be willing to serve for a period of three (3) years
- be willing to attend required meetings and training activities expected of the role.

#### **DESIRABLE**

All candidates should:

- be a financial member of Engineers Australia or one of its technical societies
- be based in an accredited Australian university, or have strong ties with Australian industries
- have served as an editor of a peer-reviewed journal and/or conference proceedings
- knowledgeable about the global publishing industry; and
- have extensive experience as an academic journal reviewer.