



Associate Editor (AE) of the Journal of Public Health

Role and Responsibilities

Role Overview

1. The role of Associate Editor (AE) might vary somewhat from journal to journal, depending on factors such as journal output and submission workflow.
2. The AE plays a crucial role in the editorial process of the Journal of Public Health, primarily responsible for managing the peer review process and making recommendation to the EIC on submitted and reviewed manuscripts.
3. The AE will assist and support the EIC in proactively determining journal strategy and will take a significant role in generating high quality submissions for the journal.
4. The AE is expected to act as the second-in-command to the Editor-in-Chief (EIC). The AE will take a key role in processing of submissions and will also be expected to step up and cover for the EIC in any cases of absence.

Key Responsibilities

- *Manuscript Management:* AEs are tasked with overseeing the review process for submitted manuscripts. This includes selecting appropriate reviewers, monitoring their progress, and ensuring timely feedback. The AE will also be responsible for conducting peer review for manuscripts for which they have been assigned by the EIC.
- *Decision Making:* After receiving reviewer comments, the AE evaluates the feedback and makes recommendations to the EIC regarding the acceptance, revision, or rejection of the manuscript. They do not typically edit the papers themselves but focus on the overall assessment.
- *Communication:* AE serves as a liaison between reviewers and EIC, communicating recommendation following effective assessment of reviewers' comments. This role is vital in maintaining a transparent and constructive dialogue throughout the review process.
- *Quality Assurance:* AEs help uphold the journal's standards by ensuring that the manuscripts meet the journal's scope and quality requirements. They may also provide guidance and advice to authors via EIC on how to improve their submissions based on reviewer feedback.
- *Engagement and Support:*
 - AEs may be involved in onboarding new reviewers and ensuring that the review process is efficient and fair. This includes monitoring reviewer performance and addressing any issues that arise during the review process.

- AEs will be expected to attend occasionally (virtual) meetings to discuss the journal, its performance and any strategic issues.
- The AE is responsible for upholding OUP's Journal policies regarding authorship, conflict of interest, ethical conduct of research, and academic misconduct.
- The AE will provide input to support the journal's goals around diversity, equity, inclusion, and access (DEIA).