



## Job Description: **Journal Associate Editor**

April 10, 2024

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.