

Editor-in-Chief (EIC) Position Description

Routine responsibilities include—

- Is the “face of the journal”—representing the Journal on the main web page and at all attended scientific meetings
- Oversees the receipt and review of all the submitted manuscripts
- Evaluates new submissions; determines initial outcome: rejection, transfer to another ACS journal, or assignment to an Associate Editor for complete review and evaluation.
- Responds to all e-mail inquiries regarding perspectives/review articles, suitability of a manuscript for submission to J. Nat. Prod., and other journal scientific issues.
- Provides assessments for manuscript transfer requests.
- Recruits, trains and provides oversight for all Associate editors
- Serves as the editor for a portion of the manuscripts assigned for review (invites reviewers, evaluate reviews, makes final editorial decision after evaluating manuscript content and reviews received; provides editorial comments and prepares a marked-up manuscript identifying areas for improvement)
- Resolves issues with dissatisfied authors
- Resolves all ethical issues

Occasional responsibilities include –

- Coordinates annual Special Issue honoring a prominent natural products scientist
 - Identifying potential Guest Editors
 - Send invitations to submit manuscripts
 - Track submissions, coordinate solicitation of honoree for Cover Art
- Coordinates nominations for annual ASP-sponsored JNP Schwarting and Beal Awards
- Writes special editorials addressing important contemporary topics
- Resolve issues with dissatisfied authors; deal with ethical issues

Annual Recurring responsibilities—

- Nominates Editorial Advisory Board (EAB) members (including reappointments) as needed, to maintain EAB at current level.
- Writes an annual editorial that details the yearly updates and changes in the Journal

Required Travel/Meetings –

Annual ACS Editors Conference (travel required; expected, but not mandatory attendance))

Annual ASP Meeting (travel required)

- J. Nat. Prod. EIC is Chair of the ACS Publications Committee (annual report required) and also a member of the ASP Executive Committee
- Host of annual Editorial Advisory Board luncheon meeting (short presentation to EAB)

Annual – ACS/ASP Management Board Meeting (intended to occur at ASP Meeting)

Quarterly – ACS Editors Webinars

Monthly or quarterly Zoom meetings with J. Nat. Prod. Managing Editor and J. Nat. Prod. Marketing Director

Quarterly Zoom meetings with Journal editors

ACS – Preferred EIC initiatives

Virtual Special Issues – Select topics, identify guest editors, solicit contributions

Collections of already published – Select topics, make selections from published material

Additional Editorial duties (encouraged by ACS to do, if possible)

Commissioning of new submissions, including reviews and Perspectives

Promote Journal/Journal articles on social media

Promote Journal at national/international conferences that the EIC attends in other capacities

Time commitment – 20-30 hours/week