

Member – IMarEST Books Committee

Volunteer Role Descriptor

1. Introduction

The Institute of Marine Engineering, Science and Technology (IMarEST) produces a wide range of technical books from across the marine engineering, science and technology disciplines, offering trusted content compiled by expert authors.

IMarEST is renewing its books policy and aims to set up a new committee to develop the new books policy with the IMarEST Executive, the Publications Supervisory Board (PSB) and IMarEST Council. The books should contribute to the IMarEST's strategic aims to provide technical leadership in our field and to support growth through innovation and relevance. The books are published through our publishing partner Witherbys and offered on the IMarEST website.

As a member of the Books Committee, you – in cooperation with the Chair of the Books Committee and working with Witherbys and the IMarEST – will contribute to ensuring the continued quality of the IMarEST books range, by contributing to the Books Committee that maintains and improves the scope, policy and review process of the IMarEST book range.

You will contribute to the Books Committee, which consists of the committee chair, other committee members, a representative of Witherbys, and a representative of the IMarEST. Moreover, you will actively engage with the reviewers of the books to attract high quality book proposals and organise the review process with the IMarEST. You will also manage the review process with the Books Committee under the leadership of the chair and provide decision recommendations for the chair of the committee.

2. What you will be doing

Main duties:

- Work with the chair of the Books Committee to establish the strategy and development plan for the IMarEST book range, covering editorial direction, scope, focus and content and including annual objectives
- Be responsible for the accuracy and veracity of the scientific and academic content of several books in your field of expertise
- Find and attract reviewers to determine policy and process to execute the review process of books
- Secure appropriate reviewers to review and evaluate book proposals
- Provide subsequent advice for editorial decisions on whether to reject, provide recommendations to authors or progress publication
- Adhere to the IMarEST aims for quality, scope and Code of Publishing Ethics by actively engaging with the reviewers
- Attract book proposals by engaging with your network and proposing book themes, editors and authors on contemporary subjects in the field
- Collaborate with the IMarEST, the Books Committee, and Witherbys to maintain the IMarEST books' reputation, academic success, and prosperity via regular meetings

- Act as an ambassador to promote the best interests of the IMarEST book range and its outreach, representing IMarEST at meetings and promoting fair and balanced media coverage

3. About you

You will have:

- Leadership skills in your field with extensive experience in contributing to conferences and journals, and leading research teams.
- An extensive academic background in marine engineering, science or technology.
- Experience in research and application of this research that contributes to progress in marine engineering, science or technology.
- An active presence in the marine engineering, science or technology community, with a strong network.
- Confidence to lead experienced researchers, editors, and reviewers to provide a prompt and courteous service to authors.
- Strong organisational skills to ensure that submissions are handled in a timely manner.
- The ability to foster positive working relationships with colleagues including the chair of the Books Committee, reviewers, editors, authors, IMarEST and Witherbys.

4. How you will benefit

There are many benefits to becoming the chair of the Books Committee, including:

- building your professional network.
- promoting research and work you're passionate about.
- becoming a leading figure within the marine engineering, science and technology community.
- contributing to your continuing professional development.

5. Time Commitment

- 25 to 50 working hours per year, although this may vary dependant on the number of book proposals received
- It is anticipated that members of the Books Committee will assess and assign approximately four book proposals per year and attend five Editorial Board meetings per year
- Target initial assessment period for each manuscript is twelve weeks, and target decision period after review is half a year
 - Committee members should endeavour to complete this assessment within this period wherever possible, taking into account availability of suitable reviewers
- Every two months the Books Committee will meet online to discuss the content of future issues, the progress of reviewing, and books policy

6. Period of appointment

Members are expected to serve a minimum of one three-year term, with the option to continue for subsequent terms.

7. How to apply & appointment method

Please complete the application form on the [IMarEST website](#) to apply. Please note this form will not be available once the role has been filled.

Is this role location specific?	No
Closing date	15 August 2025
Number of roles available	2

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