

Associate Editor – Journal of Operational Oceanography

Volunteer Role Descriptor

1. Introduction

The Journal of Operational Oceanography is a high-quality, specialised journal that comprehensively covers the latest research in the field of operational oceanography. The journal is published by the Institute of Marine Engineering, Science & Technology (IMarEST), in partnership with Taylor & Francis. The Journal has a good impact factor and attracts a wide range of quality submissions.

As an Associate Editor, you – in cooperation with fellow Associate Editors and working with the Journal's Editor-in-Chief – will be responsible for ensuring the continued quality of the Journal by organising the review process with the Journal's Editorial Board, reviewers from your network and reviewers suggested by the Journal's peer review system, Editorial Manager™. After handling the review process, you will provide a decision recommendation to the Editor-in-Chief. Moreover, you will work with the Editor-in-Chief, the fellow Associate Editors, IMarEST and Taylor and Francis to attract papers and refresh the Journal's policy in line with developments in your field and in publishing in general.

2. What you will be doing

Main duties:

- Assess the suitability of submitted manuscripts for the scope of the Journal and for scientific quality.
- Find and attract reviewers for the review of submitted manuscript with help from the Journal's editorial board, your network and the Journal's peer review system, Editorial Manager™.
- Ensure that reviewers and authors adhere to the Journal's quality, scope and Code of Publishing Ethics by engaging with reviewers and providing additional recommendations to the authors.
- Attract submissions for the Journal by engaging with your network and proposing special issues on contemporary subjects in the field.
- Make publication recommendations to the Editor-in-Chief.
- Effectively use the Journal's online submission and peer review system, Editorial Manager™.
- Collaborate with the IMarEST, the Editorial Board, and our publishers, Taylor & Francis, to maintain the Journal's reputation and quality via regular meetings.
- Occasionally may be required to support with revisions to papers to bring them to required quality.

3. About you

You will have:

- an academic background in physical oceanography.
- experience of ocean observation, forecasting and modelling as well as the delivery of operational oceanographic products and services.
- an active presence in the oceanographic community, with a strong network.
- confidence to engage with authors, researchers 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 Editor-in-Chief, IMarEST and Taylor & Francis.

4. How you will benefit

There are many benefits to becoming an Associate Editor, including:

- building your professional network.
- promoting research and work you're passionate about.
- becoming recognised as a leading figure within the oceanographic community.
- contributing to your continuing professional development.

5. Time Commitment

- Five to ten working hours per year (although this may vary dependent on the number of submissions received).
- It is anticipated that each Associate Editor will review approximately 30 submitted manuscripts each year and prepare, attend and action five Editorial Board meetings per year.
- Target initial assessment period for each manuscript is four weeks, and target decision period after review is twelve weeks. The Associate Editors should endeavour to complete this assessment within this period wherever possible, taking into account availability of suitable reviewers.
- Every two months the Editorial Board will meet online to discuss the content of future issues, the progress of reviewing, Journal policy, and Journal special issues.

6. Period of appointment

Associate Editors 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 page will not be available once the role has been filled.

8. Induction and Training

Taylor & Francis will provide full Editorial Manager™ training and administrative support.

9. Further Information

Expenses for the activities:

The Associate Editor is entitled to an annual stipend paid by IMarEST. No other expenses are expected or provided for the role.

Is this role location specific?	No
Closing date	30 th June 2025
Number of roles available	2

Author: Harry Williams

May 2025