

Associate Editor – Journal of Marine Engineering and Technology

Volunteer Role Descriptor

1. Introduction

The Journal of Marine Engineering and Technology is a leading publication dedicated to advancements in marine engineering and technology. It addresses key topics such as environmental impact, energy transition, performance, autonomy, and artificial intelligence, serving both industry practitioners and researchers. The journal is published by the Institute of Marine Engineering, Science & Technology (IMarEST) in partnership with Taylor & Francis, and maintains a strong impact factor with a diverse range of high-quality submissions.

As an Associate Editor, you will work closely with the Editor-in-Chief and fellow Associate Editors to uphold the journal's quality. Your responsibilities include managing the peer review process through the editorial board, your professional network, and the journal's system (Editorial Manager™), and providing decision recommendations to the Editor-in-Chief. Additionally, you will collaborate with the editorial team, IMarEST, and Taylor & Francis to attract submissions and update journal policies in line with developments in your field and publishing best practices.

2. What you will be doing

- **Evaluate Submissions** for relevance, originality, and scientific rigour—ensuring each manuscript aligns with the journal's scope and standards.
- **Curate Expert Reviews** by identifying and inviting reviewers through your professional network, the editorial board, and Editorial Manager™.
- **Uphold Publishing Ethics** by guiding reviewers and authors to meet the journal's quality benchmarks and ethical standards.
- **Drive Content Innovation** by proposing special issues and encouraging submissions on emerging and impactful topics in Marine Engineering and Technology.
- **Advise on Publication Decisions**, providing clear recommendations to the Editor-in-Chief based on peer review outcomes.
- **Navigate Editorial Manager™** confidently to manage submissions, reviews, and communications efficiently.
- **Collaborate Across Teams**—working with IMarEST, Taylor & Francis, and fellow editors to maintain the journal's reputation and strategic direction.
- **Support Manuscript Refinement** when needed, helping authors elevate their work to meet publication standards.

3. About you

You're a respected voice in the Marine Engineering and Technology sector, with a solid academic foundation and hands-on experience in the discipline field. You understand the real-world impact of Marine Engineering, Technology and you're passionate about advancing the field.

- **Well-Connected** in the Marine Engineering and Technology community and actively contribute to its growth through research, collaboration, and outreach.
- **Bring Confidence and Clarity** to your communications, engaging authors, reviewers, and researchers with professionalism and courtesy.

- **Organised and Responsive**, ensuring that manuscripts move smoothly through the editorial process.
- **Thrive in Collaborative Environments**, building strong relationships with fellow editors, IMarEST, and Taylor & Francis to uphold the journal's standards and vision.

4. How you will benefit

Becoming an Associate Editor of the Journal of Marine Engineering and Technology isn't just a role—it's a platform to amplify your impact and grow professionally:

- **Expand Your Influence** by building meaningful connections across the global Marine Engineering and Technology community.
- **Champion The Science You Care About**, helping shape the conversation around the latest research and innovations.
- **Gain Recognition** as a thought leader in Marine Engineering and Technology, contributing to the advancement of the field.
- **Advance Your Career** through hands-on editorial experience that supports your continuing professional development.

5. Time Commitment

We value your time and expertise—and aim to make your contribution both impactful and manageable.

- Expect to dedicate 50–100 hours per year, depending on submission volume.
- You'll typically handle around 40 manuscripts annually, guiding each through the peer review process.
- Participate in 5 editorial board meetings per year, helping shape the journal's direction and strategy.
- Aim to complete initial manuscript assessments within 4 weeks, and final decisions within 12 weeks—balancing quality with timeliness.
- Join bi-monthly online editorial board meetings to discuss upcoming issues, review progress, refine journal policies, and plan special editions.

6. Period of appointment

Associate Editors typically serve a minimum three-year term, offering continuity and depth to the editorial team. There's also the opportunity to renew for subsequent terms, allowing you to continue shaping the journal's future and deepening your editorial experience.

7. How to apply & appointment method

Please complete the application form on the IMarEST website to apply. Note this form will not be available once the role has been filled.

8. Induction and Training

You won't be going it alone. Taylor & Francis will provide full training on the Editorial Manager™ system, along with ongoing administrative support to help you manage your editorial responsibilities smoothly.

A structured handover process and continuous guidance will be provided by the journal's editorial committee—ensuring you're well-equipped and confident from day one.

9. Further Information

As recognition for your contribution, IMarEST provides an annual honorarium to Associate Editors. While no additional expenses are expected or covered for this role, your editorial work will be fully supported through training and administrative assistance—ensuring your time is well spent and valued.

Is this role location specific?	No
Closing date	31 st January 2025
Number of roles available	2

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December 2025