

Job Title: Peer Review and Ethics Coordinator

Classification: Exempt

Reports to: Dianne King-McGavin and Christina Bennett (dual report)

Date: September 2020

Summary/Objective

We are seeking a dynamic Peer Review and Ethics Coordinator who will help support the day to day administration of peer review for select journal(s) and assist in the management of ethics cases within the APS publishing program.

About APS Publications

APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best in class publishing service for our authors, reviewers, editors and the physiology community.

Essential Duties

Peer Review Coordinator duties (percentage of time 65%): Reporting to Associate Publisher of Peer Review, acts as a welcoming entity to those who submit to select APS journals, providing top-notch customer service and day to day author and editor support. Ensure quality and completeness of submissions and quality control of metadata and Articles in Press (AIPS) articles. The following responsibilities for the peer review process, accepted manuscript handling and administrative support include:

Peer Review Process:

- Process newly submitted manuscript records
- Support authors with submission system access and submission of manuscripts
- Collect relevant documentation and forms
- Resolve technical issues for authors
- Enforce journal policies and requirements for submission
- Monitor the workflow of the journal and the status of submissions
- Maintain the user database, edit records, merge duplicates as needed



- Assist with the resolution of problems with revised records as needed
- Issue reminders to ensure timely processing of manuscripts

Accepted Manuscripts Handling:

- Validate metadata and files for AIPS publication
- Publish accepted manuscripts in AIPS on a regular schedule
- Secure and confirm files and documentation for production
- Export digital records to production system, transfer materials to journal supervisor

Administrative support:

- Provide support to editors and staff on issues pertaining to peer review system and policies
- Maintain and provide regular reports to editors
- Assist in resolution of issues with records exported to AIPS
- Resolve issues that may arise during the peer review process and with manuscripts that have been accepted for publication
- Serve as a resource for questions regarding the peer review process

Publications Ethics Coordinator Duties (percentage of time 35%): Reporting to the Publications Director of Policy, facilitates proper handling and resolution of publication ethics queries raised in any of the journals and books published by APS including the following:

- Draft and send ethics case correspondence to respondents with guidance from Publications Director of Policy, Editor, and Publications Committee Chair.
- Maintain records on all written correspondence between APS and respondents.
- Maintain and prepare data on ethics office cases for reporting at editors' meetings and in annual updates.
- Liaise with APS Peer Review and Production staff to facilitate corrections resulting from ethics cases.
- Evaluate plagiarism reports and recommend corrections to Publications Director, Policy
- Maintain strict confidentiality on all ethics cases

Competencies

1. Experience in scholarly publishing, specifically in a scientific or medical publishing setting highly desirable;
2. Knowledge of editorial processes, scientific peer review;
3. Excellent oral and written communications skills, including collaboration skills;



4. Strong prioritization and time management skills, the ability to meet deadlines;
5. Data analysis skills, including tracking journal submissions and timeliness of peer review;
6. Motivated and achievement oriented.

Required Education and Experience

1. BA or BS
2. 2+ years of relevant experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please send your cover letter and resumes to resume@physiology.org.

APS is an Equal Opportunity Employer.