Physiology News Scientific Editor’s Duties and Responsibilities

With effect from 1 March 2018 (the “Effective Date”), the Scientific Editor agrees to perform the following services with respect to Physiology News (PN), conscientiously, expeditiously and to the best of his/her ability, subject to overall direction of the Policy and Communications Committee and within the framework of The Society’s strategy:

1. To safeguard the reputation and character of PN and to ensure its content reflects the interests of The Society and its Members;
2. To work with the Managing Editor, The Society’s Communications function and the PN Editorial Board (the “Editorial Board”) to ensure PN promotes The Society and the interests of physiology, in order to stimulate lively interest in PN across its target audience;
3. To be responsible for the scientific feature articles within PN by (i) working with the Editorial Board to identify areas of interest across the breadth of physiology and related areas; (ii) solicitation of suitable contributions (the “Contributions”); (iii) reviewing Contributions; and (iv) ensuring that where relevant the experimental and publication ethics policies of The Society are adhered to;
4. To work closely with the Managing Editor on the commissioning process for scientific articles;
5. To input into and assist the Managing Editor with the non-scientific sections of PN, while not being primarily responsible for the content;
6. To work with the Editorial Board to begin outline-planning scientific content four issues ahead and report on progress at PN Editorial Board meetings;
7. To author an Editorial in each issue of PN;
8. To take overall responsibility for determining the suitability of submitted Contributions for publication in PN, considering recommendations from the Editorial Board;
9. To take overall responsibility for the scientific accuracy of all content within PN;
10. To act as an ambassador for PN at Society meetings and conferences;
11. To report, jointly with the Managing Editor, on PN at Policy and Communications Committee meetings, participating in at least two meetings a year, including working with the Managing Editor to prepare a brief written report for each Policy and Communications Committee meeting on plans for upcoming issues and the work of the Editorial Board;
12. To work with the Managing Editor, Head of Policy and Communications, and Policy and Communications Committee on strategic planning for PN over the three-year appointment period;
13. To respond to complaints concerning the scientific feature articles, the scientific accuracy of content, or the Editorial, liaising with the Managing Editor;
14. To work with the Managing Editor to set the agenda and chair the quarterly meetings of the PN Editorial Board;
15. To make appointments to the PN Editorial Board, in consultation with other members of the Board, following an assessment of any skills/knowledge gaps and then a Society-wide call for expressions of interest, ensuring that recruitment to the Editorial Board is inclusive, supports equality and diversity and reflects its membership;
16. To ensure Editorial Board members provide appropriate expertise and advice that represents the breadth of The Society.