ACS330.01 Editor of Agricultural and Environmental Letters

A. Status: Chair of the Agricultural and Environmental Letters Editorial Board (ACS330)

B. Composition and Tenure: The Editor is appointed upon approval by the Board(s) of Directors to a three-year term of office January 1 through December 31. The Editor is eligible for a second three-year term, but not a third term without an intervening three-year period. The individual must maintain membership in the Societies during their term as Editor. Interested members may nominate themselves or be nominated.

C. Functions:

1. The Editor provides leadership for the journal, promotes scholarship in the science targeted by the journal, promotes manuscript submission, and peer review to researchers and authors.

2. Acts as ambassador of the journal to international communities to raise the quality of science.

3. The Editor is the face and public voice and will provide a clear vision for the journal.

4. Collaborate with Publications staff to develop and set goals to allow the journal to meet strategic goals.

5. Develop partnerships with academic, government and corporate institutions and other appropriate organizations to raise journal awareness across organizations.

6. Responsible for maintaining the journal’s quality content standards and objectives.

7. Delegates duties to other members of the Editorial Board and takes an active part in defining the journal’s aims, scope, policies, and editorial coverage.

8. Collaborates to implement policy decisions approved by the Board of Directors.

9. Strives to advance scientific publishing to ensure the high standards of reliability, accessibility, openness, and integrity of the scientific enterprise. The Editor will promote broad ethical and communal interests of science in support of Society diversity, equity, and inclusion initiatives.

10. Responsible for maintaining ethical standards set by the Societies and be familiar with the Committee on Publication Ethics (COPE) ‘Code of Conduct and Best Practice Guidelines for Journal Editors’, a resource on the topic of ethical conduct of journal editors, authors, and reviewers.

11. The Editor must act in a professional manner, without prejudice or conflict of interest.

12. Work to improve journal metrics, including time to first decision, time to publish, articles published, rejection rate, Journal Impact Factor, and other quantitative and other appropriate qualitative measures.

13. The Editor and journal Editorial Board oversee procedures for manuscript submission, acceptance, release, and publication, as well as the criteria for review and peer review of papers.

14. Manage the appeals procedure for rejected manuscripts.
15. Write editorials, commission, or solicit manuscripts and special sections.
16. Letters to the editor are approved by the Editor, who seeks advice from the Editorial Board and others as needed.
17. Consider questions of editorial practices promoting the dissemination of exceptionally high-quality scientific knowledge.
18. Cooperate with the Publications staff managing author, editor and peer reviewer awards and recognition programs as well as editorial and marketing initiatives intended to drive readership and citations.
19. Serve as a liaison to other societies and individuals to ensure the international and multidisciplinary scope of the journal's content and readership base.
20. Prepare an annual report for the sponsoring Societies describing the journal status and recommendations for changes and submits these as the annual report to headquarters.
21. Serves as Chair of the journal's Editorial Board and leads periodic meetings.
22. Consult with the Editors-in-Chief to appoint Technical Editors and appoint Associate Editors to the Editorial Board on behalf of the Societies Presidents in support of Society diversity, equity, and inclusion initiatives.
24. Serves on journal’s Outstanding Paper Award Committee.

D. **Procedure:** The procedure to select the Agricultural and Environmental Letters Editor is contained in the ACS330 Agricultural and Environmental Letters Editorial Board Committee Guidelines.