

BJRST TOR FOR EDITORIAL TEAM MEMBERS

EDITOR-IN-CHIEF

- Take an active part in the peer review as Editor-in-Chief in the journal website indicated above
- Take the ultimate responsibility for the peer review process and the academic quality of the journal
- Supervise the editing of manuscripts for each issue with respect to scientific writing and layout conventions
- Advance the standing of the journal in its scientific community and increase its impact globally
- Select Editorial Board members for the journal
- Choose the topics to be covered by the journal
- Ensure the journal, editors and editorial staff, reviewers and authors adhere to publication ethics

MANAGING EDITOR

- Manage the peer review process on behalf of the Editor-in-Chief
- Manage the editing of manuscripts for each issue with respect to scientific writing and layout conventions
- Assist the Editor-in-Chief in advancing the standing of the journal in its scientific community and impact globally
- Approve bulk promotional e-mails for the journals
- Supervise the journal web management

ADVISORY BOARD

- Give ideas and subject inputs which may help in arranging special issues as per topics of your interest and choice
- Help support the journal and its editors by sharing best practices with them
- Provides professional advices to the editor-in-chief on issues regarding the scope and direction of the journal
- Identify new opportunities in emerging areas; networks within your research community to bring awareness of the journal

ASSOCIATE EDITOR

- Work as section editors of the journal, select reviewers and assist the managing editor in making decisions
- Assist the managing editor in implementing the policies of the journal and in monitoring the efficiency of its systems

- Contribute to the ongoing expansion of the reviewer database
- Work with authors and reviewers
- Review and revise papers for quality and relevance
- Summarize reviews and recommend a course of action for reviewed paper
- Ensure confidentiality in the process of handling and peer-reviewing of manuscripts

WEBMASTER

- Work in close collaboration with the journal system administrator and its team to provide IT expertise in the ongoing online journal system (OJS)
- Handle the timely receipt and processing of IT requests with regards to OJS
- Maintain and develop documentation for end-users as well as for processes, procedures with system security and disaster recovery
- Assist in testing of online journal prior to launch
- Assist the Editor-in-Chief and managing editor in the indexing of journal

GRAPHIC EDITOR

- Design cover pages for BJRST issues for printing, webpage, OJS or any electronic distribution
- Take photos of BJRST events
- Improve and custom edit art-work, photos, and other graphic elements
- Layout and design information and communication materials for BJRST events (banners, booklets, leaflets, flyers, etc.)

EDITORIAL ASSISTANT

- Manage the administration of the editorial system
- Do basic proofreading and fast check on commissioned articles before submitting them to the editor
- Perform layout editing of the manuscripts
- Incorporate and double-check internal proofreading edits
- Maintain editorial tracking and article count spreadsheets
- Maintain hard copy file of published content