



Assistant Editors – Job Description

To strengthen our editorial team, we are looking for candidates with a degree (post-graduate degree preferred) in a scientific or medical subject or equivalent experience and skills who are eager to stay connected to scientific research by helping researchers worldwide publish their latest results. The position of assistant editor is a part-time, home-based position.

The role will involve:

- Supporting the editorial process for academic research journals
- Assessing submitted manuscripts against a journal's aims
- Scope for suitability of peer review
- Investigating research integrity issues (e.g. paper mill, ethics statements)
- Rejecting/transferring unsuitable submissions
- Determining whether reviewer reports are sufficient and suitable to make an unbiased judgement on a manuscript
- Ensuring an editor's decision is in line with reviewer feedback
- Handling email communication between the parties involved in the publication process
- Collaborating with other members of the editorial team and production team.

Requirements:

- A degree (post-graduate degree preferred) in a scientific or medical subject or equivalent experience and skills
- Excellent written and spoken English skills
- Advanced knowledge of MS Office applications (Word, Excel, PowerPoint)
- Journal submission system experience preferable, for example, ScholarOne or Editorial Manager
- Team player with the capability to work in a dynamic, international environment
- Detail-oriented with the capacity to see the big picture
- Strong organisational and time management skills
- Excellent communication and coordination skills
- Professional experience.

PA Editorial

The Haddon Suite | Unit 6 Sheepbridge Business Centre | 655 Sheffield Road | S41 9ED
info@paeditorial.co.uk
07732 499149



What we offer at PA EDITORIAL

You will join an international team and work with one of the largest open-access publishers in the world.

Among the benefits of working for PA EDITORIAL, you can expect:

- A competitive hourly rate
- Focused support from your managing editor, who is your first point of contact for any issues
- Flexible working hours.

About PA EDITORIAL

PA EDITORIAL provides a culture that not only celebrates the skills and contributions of individuals from all over the world but supports, engages and enables them to bring their contributions out into the open as equals who have much to offer.

Through PA EDITORIAL, individuals can work in a sector they love – using their skills and minds. We have an acute understanding and appreciation of family life and the juggling that comes alongside that. Through our work at PA EDITORIAL, we communicate with many other people and organisations worldwide and are looking for team members who fit into our ethos of seeing the world differently.

As part of a positive and vibrant team, you'll share our passion for academia, research, publishing, innovation and technology. We're a team that listens to ideas, develops skills and provide a supportive and dynamic environment.

If you are interested in this role, please send a covering letter and copy of your CV to: recruitment@paeditorial.co.uk

Please also take the time to complete this short form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=4MgdstRXFUqm8wxAMl5DUWZqIwVryKhMmiyorGcIkIhUMzIwTlpKOEZVZQVhRNopRUodFMEVMVowwWSQIQcNoPWcu>

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We look forward to hearing from you.

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