

Description of Editor-in-Chief activities.

1. Appoint Associate Editors and Members of the Editorial Board (usually for 3-years terms that could be extended if there is mutual agreement).
2. Initial relevance and plagiarism checks of papers: Initial reading for topic relevance (i.e. protistology) and use of iTenticate software for plagiarism. Papers passing these checks are assigned to relevant Associate Editors.
3. AEs assign reviewers. EIC can oversee to ensure that papers are reviewed in a timely fashion.
4. Oversee revision process.
5. Oversee proofing process.
6. Oversee article lineup for each issue select cover image.
7. Select and administer the awarding of the annual William Trager Award for best paper in JEM that year.
8. Serve as a member on ISOP Executive Committee and provide annual financial report to EC.
9. Misc tasks: act as Associate Editor when there is no AE available, handle requests for waivers of page charges, answer questions about the Journal, and meeting online with the Development Editor from Wiley every 4-6 weeks.

Editorial Assistant tasks (Donna Huber)

1. Receive submissions, check them for completion, and send them to the Editor
2. Receive accepted article versions, check them for completion, send them to the Editor, and then to Wiley for processing
3. Receive the article galley proofs, check them for completion and errors, send them to the Editor, and then to Wiley for processing
4. Prepare issue lineup, and send it to the Editor and then to Wiley
5. Prepare the issue cover, and send it to the Editor and then to Wiley
6. Receive the issue galley proof, send it to the Editor and then to Wiley
7. Prepare the list of reviewers who need to be acknowledged in the last year issue
8. Prepare the financial report of the Editorial Office
9. Send the William Trager Award