



## The American Society for Pharmacology and Experimental Therapeutics

**Position Title:** Peer Review Coordinator

**Status:** Non-exempt, 37.5 Hours

**Date:** January 7<sup>th</sup>, 2019

**Reports to:** Peer Review Manager

**Primary Function:** Processes manuscripts submitted to assigned journals through peer review. Responds in a timely manner to questions from authors, editors, reviewers, and colleagues. Serves as an engaged and involved team member; supports and actively contributes to an office culture dedicated to superior customer service.

### **Duties and Responsibilities:**

#### Manuscript Oversight:

- Processes manuscripts via online submission system for assigned journals through all stages of peer review.
- Ensures that mandatory submission requirements and style guidelines are followed; works with authors to provide corrected or missing items in a timely manner, as needed.
- Assigns journal editors to evaluate new submissions and any pertinent information to help with the review of the manuscript.
- Solicits reviewers to evaluate the manuscript and assure that the reviews are submitted on time. Checks reviewer availability, follows up with overdue reviews, and communicates with associate editor when problems arise.
- Processes manuscript decisions and notes formatting issues that must be fixed by the authors.
- Ensures that source files are received for the manuscript, all figures, tables, and related content such as data supplements.
- Ensures that copyright, authorship responsibility, and other forms are appropriately signed and received for every accepted manuscript before exporting files to the compositor.
- Ensures that author publication charges (APCs) for open access articles are made before manuscript is sent to compositor.
- Posts accepted papers along with supplemental data files to Fast Forward, the publish-ahead-of-print module.

#### Journal Issue Oversight:

- Assures that manuscripts, issue lineup, and other materials required for each issue are sent to the compositor according to schedule.
- Works with the editor to select a cover image.
- Reviews page proofs for table of contents, issue cover, and editorial board.

### Communications:

- Handles email messages coming to multiple e-mail boxes; messages may include but not be limited to manuscript status, workflow issues, policy questions, and technical support.
- Coordinates manuscript related issues with editors through consultations via online submission system and through email.
- Communicates with editors, associate editors, and authors on procedures and status of manuscripts.
- Keeps the Peer Review Manager informed of workload and in-house turn-around times.
- Communicates with the compositor about issue content, special sections, cover graphics, etc.
- Provides technical support via email and telephone to authors, reviewers, and editors related to the manuscript system.

### Other Tasks:

- Works with Editors in Chief and Associate Editors on submission, production, and scheduling of special issues and/or mini-reviews.
- Provides assistance and back-up for Peer Review Manager and other journal staff when needed.
- Other duties as assigned.

### **Skills and Qualifications:**

- Bachelor's degree or equivalent combination of work experience and education
- 2 years office experience
- Peer Review Journal experience preferred
- Strong organizational skills
- Strong attention to detail and ability to meet deadlines
- Strong problem solving skills
- Strong interpersonal skills
- Strong verbal and written communication skills
- Proficient in MS Word Office, databases and manuscript tracking software

*EOE*

*\*Please note that the ASPET office is located at 1801 Rockville Pike (near Twinbrook metro station).*