

Co-Editor

Historical Records of Australian Science (HRAS)

Description of Services

Historical Records of Australian Science (HRAS) is a scholarly journal owned by the Australian Academy of Science and published by CSIRO Publishing. The Academy engages editors under a Contract for Services to provide specialist editing services for the Journal. HRAS operates with two Co-Editors who collaborate, share the work and form part of an Editorial Committee for the Journal. Each Co-Editor is jointly responsible for building the national and international profile for the Journal by providing the following specific services:

1. Assist the Academy and the Editorial Committee to define the Journal's direction, scope, and policy to ensure it is appropriately aligned to the market.
2. Work with the Academy and Editorial Committee to commission authors for biographical memoirs and solicit their manuscripts.
3. Work with CSIRO Publishing (the Publisher) to ensure the Journal is published on time and to a high standard.
4. Grow the Journal's distribution and profile by attracting and selecting high-quality content and advocating for the Journal to authors and readers.
5. Determine and implement strategies for increasing the quality of submissions to the Journal.
6. Ensure timely, rigorous and constructive peer review of articles by a broad range of appropriately chosen referees.
7. Manage authors and reviewers in a courteous, timely and efficient manner.
8. Encourage appropriate revisions of manuscripts and acceptance of high-quality papers that are high impact and/or contribute new information to the field.
9. Plan the Journal's content sufficiently in advance to ensure page number limits are adhered to, enable the production of special editions as agreed, and through consultation with the commission writer(s) attempt to minimise the turnaround time for biographical memoirs.
10. Ensure delivery of sufficient accepted manuscripts to fill issues and maintain publication schedules.
11. Represent and advocate the Journal to the research community wherever possible, e.g., at national and international conferences, and on visits to key institutions/laboratories.
12. Advise the Academy and the Editorial Committee on scholarly publishing needs and promotional opportunities to aid in development of the Journal's publishing and marketing plans.
13. Establish and maintain links with relevant scientific societies and other organisations to the benefit the Journal.
14. Monitor publication standards and provide feedback to the Publisher and the Academy.
15. In consultation with the Journal's Publisher, assess any ethical concerns that may arise from time-to-time, and work within the COPE guidelines to resolve them.