



Senior Editors, Biosystems Engineering (≈ 0.5 FTE each post)

Terms of Reference

The Editor-in-Chief (EiC) and 2 Senior Editors (SEs) will undertake all technical activities relating to:

- Promoting the submission of high quality scientific papers
- Promoting the Journal as the Scientific Journal of EurAgEng, including attendance at their conferences.
- Managing the peer reviewing and editorial procedures for papers submitted so that the high scientific quality of the Journal is maintained.
- Ensure that appropriate ethical standards are upheld, utilising tools provided by the Publisher (e.g. iThenticate) and following COPE (Committee on Publication Ethics) guidelines and procedures as appropriate.
- Make recommendations to the PMC relating to the appointment of Associate Editors.
- Liaise with each other and with any other Editor or Associate Editors as may from time to time be appointed by the PMC.
- [EiC] Manage the Editorial Board of Biosystems Engineering (BE) and make recommendations to the Management Advisory Committee (MAC) of BE (comprising representatives of the IAgrE, EurAgEng, the Editorial Team and the Publisher)
- Facilitate the editing of 12 volumes of BE within each calendar year to be published each month utilising the Publishers online submission process.
- Actively identify and promote new scientific and technical areas within the Journal; this may involve attendance at some international conferences.
- Convene the Management Advisory Committee at least in alternate years, plus other meetings if necessary and implement decisions made by the committee.
- Report to and attend meetings of the IAgrE Publications Management Committee as required (up to four times per annum)
- Prepare Senior Editors' Reports, with other papers as required, for the Publications Management Committee of IAgrE and the Management Advisory Committee.
- Liaise on an operational level with the Publishing company (Elsevier), in particular the Publisher (generally via EiC) and the Journal Manager (generally via a Senior Editor)
- Agree, at least annually, with IAgrE, such operational matters as frequency of publication, special issues, utilisation of software systems etc.
- Liaise with EurAgEng and respond as appropriate.
- Ensure access to both hard and electronic copy of all archive material, this material to remain the property of IAgrE and to be made available to them at all times.
- Review and progress arrangements for any agreed promotional activities.
- Facilitate the orderly handover to any successor.



Priority items include:

- Ensure that the Journal remains as the premier international journal in its chosen field(s)
- Continuing to seek the reduction in the average time from submission to publication of papers
- Identify ways of making the Journal more accepted as a journal of publication choice
- Streamline the submission and editorial process by implementing suitable editorial processes allied to electronic on-line submissions via the publishers system of choice

In addition to the above, the Editor-in-Chief and Senior Editors will undertake duties as Technical Editors