



POSITION DESCRIPTION

Position title	Journal Supervisor	
General description	Ensures that the continuous publication of the peer-reviewed journals being supervised is on time and that all aspects related to digital and print production of the journal, including quality and quantity, are met. Responsible for balancing Editor in Chief priorities with APS policy guidelines and maintaining correct and up-to-date information in the print and digital publications. Manages xml validation, proofs, author corrections, online publication, and open access for assigned journal. Copyedits and proofreads for the journal as needed.	
Reports to (title)	Manager, Editorial Department	
Department	Editorial/Publications	
Completed by	Hay Group	Date: 7/18

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Journal Production and Management	60%
	Manage journal production schedules in rigorously timely fashion	
	Ensure work is being produced in timely manner by monitoring status of all manuscripts in production	
	Coordinate journal production with the printer	
	Check and approve final content on online site	
	Inspect and approve all work for style consistency and accuracy	
	Inspect and approve all work for xml validation prior to composition submission	
	Ensure ethical and copyright policies are being followed and resolve/assist to resolve related conflicts	
	Ensure that Editor's pages on APS website are up to date	
	Manage the timeliness and accuracy of special online features such as Editor's Picks, Call for Papers, et al.	
	Discuss with authors concerns regarding editing of manuscripts, and negotiate proof corrections with authors and compromise as necessary to ensure agreement with APS policy while responding to author expectations	
	Maintain awareness of production statistics, such as correction costs, time to publication (TTP), review monthly bills, implement cost-saving measures	
2	Journal Content	40%
	Consult with authors regarding manuscripts/proofs	
	Copy edit manuscripts and proof galley	

Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of English grammar/punctuation	C
		Prof/technical		Knowledge of science	B
		College courses		Organizational skills	C
	X	Bachelor's degree	English or life sciences	Knowledge of scientific editing styles and markup	C
		Master's degree		Management skills	C
X	Other	3-5 years' experience in STM publication	Knowledge of journal production Knowledge of XML	C B	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Accept/reject xml tagging and format by copy editor Negotiate changes with authors to adhere to cost, style, schedule, and practicality Accept/reject corrections by author/copy editor Process/approve/publish errata
		Give two or three examples of decisions you refer to a higher authority.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	Editorial guidelines and policy (ethical, copyright, funding) APS eXtyles coding guidelines APS Style Manual
		Indicate the work that requires you to apply the greatest amount of judgment.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Coalescing numerous publications-related items from multiple sources into a final published journal and ensuring that up-to-date, relevant materials are presented in both the print journal and the online journal (and its web page) while meeting established timelines.
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.



	Position	Department/Organization	Purpose
APS Internal and External Relationships	Copy Editors on journal	APS Publications	Review and approve completed work
	Journal Supervisors	APS Publications	Exchange information
	Editorial Manager	APS Publications	Report on journal status, discuss problems related to journal production or staff
	Director of Publications	APS Publications	Provide information, report ethical issues
	Freelance editors/proofreaders	APS Publications	Answer editing questions, discuss schedule
	Peer Review Department	APS Publications	Request articles ready for production; seek guidance/information on issues following manuscript from pre- through post-acceptance
	Art Department	APS Publications	Request art changes and approvals
	Authors	APS and non-APS	Request information/clarification; answer questions
	Printer customer service representative	Centveo	Discuss deadlines/problems; journal liaison, answer questions
	Associate Publisher, Ethics and Policy	APS	Report on ethical and policy matters and seek advice
	Marketing Specialist	APS Marketing	Check/approve journal-related advertising campaigns

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.