

Journals of University of Babylon (JUB)

Editorial Board Members Job Description

- Editors are responsible for the overall content quality of the publication.
- Editors should guarantee the quality of the papers and the integrity of the academic record.
- Editors should base their decisions solely on the papers' importance, originality, clarity, and relevance to publication's scope.
- Editors should ensure that all research material they publish conforms to internationally accepted ethical guidelines.
- Editors should act if they suspect misconduct, whether a paper is published or unpublished, and make all reasonable attempts to persist in obtaining a resolution to the problem.
- Editors should not allow any conflicts of interest between staff, authors, reviewers and board members.
- Inviting submission of articles.
- Reviewing article submissions.
- Performing shepherding and the first phase of editing for each article chosen for publication.
- Representing collaborating with other JUB editorial board members to promote JUB and the insure the proper level of worldwide publicity for the journal.
- Working with Chief Editor to monitor and improve the effectiveness of the Journal's editorial goals and policies.
- Develop JUB as a resource that is useful to scientific researchers.
- Maintain and enhance the reputation of JUB through the publication of high-quality research and research-based material and through the personal promotion of the values of the journal at conferences, workshop, and lectures.
- Oversee and guide the manuscript selection process.
- Ensures that a manuscript remains confidential during the entire review process.
- Determine at least two reviewers for each manuscript.
- Editor has the authority to reject or accept the manuscript.