ASM's *Journal of Microbiology & Biology Education (JMBE)* – Streamlined Workflow Process

**Fall 2018**

The goal of *JMBE*’s streamlined workflow process is to decrease the time from manuscript submission to decision. We welcome new volunteers - joining the *JMBE* Editorial Board is a great way to give back to the field, mentor early career colleagues, learn about the types of manuscripts we publish, and may be a springboard for you to publish your own educational activities or research. Members of the Editorial Board must be ASM members who are currently teaching and using evidence-based pedagogical approaches. Retired educators who have experience in evidence-based teaching and student-centered learning are also welcome.

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<th>Position, Tips &amp; Tools and Perspectives Sections</th>
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| Reviewer, Research and Curriculum Sections       | -Complete reviewer profile, detailing availability and areas of expertise.  
-Review assigned manuscripts, following provided guidelines and rubrics. Respond to review requests and complete reviews in a timely manner.  
-Maintain blind review and adhere to JMBE’s ethical standards. | -Three-year term, renewable once. | -Published author of teaching and learning-related work or prior reviewing experience. |

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| Editor in Training | -Complete online training.  
-Shadow Editors to become familiar with the review and decision making process. | -Temporary position, three-year term begins upon promotion to Editor. | -Prior experience as a *JMBE* reviewer for at least one year.  
-Have written consistent, high quality reviews that provide quality feedback to authors. |
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| Editor | -Determine if submissions fit scope; referee manuscripts through peer review, compiling Reviewers’ comments into a critique that is both professional and informative; issue manuscript decisions.  
-Communicate in a timely manner with both author(s) and ASM staff regarding the status of assigned manuscripts.  
-Solicit manuscripts from colleagues. | -Three-year term, renewable once.  
-Annual virtual board meeting. | -Before promotion to Editor, have worked with Senior Editor until process is clear, and decisions on articles align with the expectations for that section.  
-Maintain blind review and adhere to *JMBE*’s ethical standards. |
| Senior Editor | -Participate in the *JMBE* Advisory Council to the Editor-in-Chief.  
-Train Editors.  
-Field author questions about manuscript suitability and Editor questions related to peer review.  
-Work with ASM staff to update focus & scope for assigned section as necessary.  
-Solicit manuscripts from colleagues. | -Three-year term, renewable once.  
-Annual virtual board meeting. | -*JMBE* Editor for at least two years.  
-Demonstrated initiative for furthering the impact of *JMBE*. |

If you’re interested in volunteering or would like more information, email Bethany Adamec, *JMBE* Production Editor, at jmbe@asmusa.org.