

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.

Position	Responsibilities	Time Required	Pre-requisites
Reviewer, Tips & Tools and Perspectives Sections	<ul style="list-style-type: none"> -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 <i>JMBE's</i> ethical standards. 	-Three-year term, renewable once.	
Reviewer, Research and Curriculum Sections	<ul style="list-style-type: none"> -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 <i>JMBE's</i> ethical standards. 	-Three-year term, renewable once.	-Published author of teaching and learning-related work or prior reviewing experience.

Editor in Training	<ul style="list-style-type: none"> -Complete online training. -Shadow Editors to become familiar with the review and decision making process. 	<ul style="list-style-type: none"> -Temporary position, three-year term begins upon promotion to Editor. 	<ul style="list-style-type: none"> -Prior experience as a <i>JMBE</i> reviewer for at least one year. -Have written consistent, high quality reviews that provide quality feedback to authors.
Editor	<ul style="list-style-type: none"> -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. 	<ul style="list-style-type: none"> -Three-year term, renewable once. -Annual virtual board meeting. 	<ul style="list-style-type: none"> -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 <i>JMBE's</i> ethical standards.
Senior Editor	<ul style="list-style-type: none"> -Participate in the <i>JMBE</i> 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. 	<ul style="list-style-type: none"> -Three-year term, renewable once. -Annual virtual board meeting. 	<ul style="list-style-type: none"> -<i>JMBE</i> Editor for at least two years. -Demonstrated initiative for furthering the impact of <i>JMBE</i>.

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