

Space Safety Engineering Journal: Managing Editor

Duties of Managing Editor

The Managing Editor has the responsibility for overseeing the editing of papers approved for publication, typesetting, transmittal of proofs to authors, and journal makeup and distribution.

The Managing Editor is the editorial manager of the journal web publishing, and print publishing (if any). He is the custodian of journal's policy and procedures documents. He is responsible for maintaining the archive of published papers, copy of review records, copy of formal correspondence, minutes of meetings, and list of contacts. The Managing Editor works closely with the Editor-in-Chief and with Field Editors to maintain the quality of the journal, in particular with reference to the organization of peer-reviews.

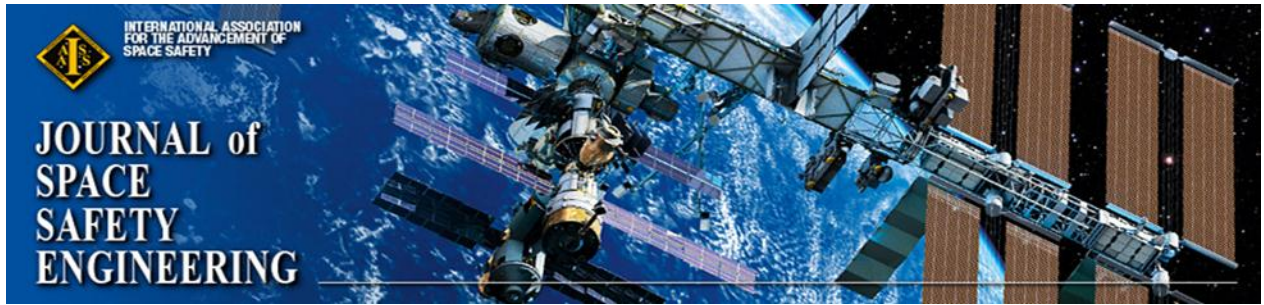
The Managing Editor is also responsible for journal's financial matters and for advertisement.

Accepting or Rejecting a Paper

The policy of the journal is that no paper may be published unless two unbiased qualified experts agree that the paper is acceptable. Similarly, once the formal review has begun, no paper may be rejected unless two unbiased qualified experts agree to that rejection. Sometimes those reviewers may be the Editor-in-Chief and the Field Editor. More likely those who agree to the decision will be either a combination of volunteer reviewers and journal's editors, or both volunteer reviewers. Editorial Board members may be invited to act as volunteer reviewers in their field of expertise. Any issue or complain arising from the review, including editorial misconduct, will be settled by the Editor-in-Chief together with the IAASS President.

Actions

On a weekly basis the Managing Editor accesses the journal's email in-box (jssepub@gmail.com) and retrieves all papers that have been submitted and not yet reviewed. The Managing Editor together with the relevant Field Editor, and/or with the Editor-in-Chief determines who will review the paper. The



Managing Editor then removes the author's name from the document (to allow for blind review) and sends the paper to the reviewers. The Managing Editor will track the papers through the review process, sending reminders if necessary. At the end of the review process the decision may be to publish the paper as-is, to request modifications, or not to publish it. In both latter cases the author will receive the review comments. The revised papers will be sent back to the Field Editor, when received, for final verification that the revisions are as requested.

Approved papers are passed through three functions: editing (grammar, references), proofing (typographical errors, spelling errors) and layout.