

## **Job Description of Editorial Committee Members**

### ***Editor-in-Chief***

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The sole responsibility of proper co-ordination among the Editorial Committee members lies with Editor-in-Chief. Major duties are:

- Co-ordinating with other members of the Editorial Committee for smooth workflow.
- Managing proper communication with Executive Editor for decision regarding Acceptance/Rejection of a manuscript based on Peer Review and Editorial Review.
- If required, introducing improvements for betterment of the journal. This includes preparing application for indexing in journal databases.
- Nomination of suitable Peer Reviewer in each volume of Journal.
- Managing 'Guest Editorial' section of the journal and making requests with the public health experts for this column.

### ***Executive Editor***

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Both Executive Editors will have to work together under guidance of Editor-in-Chief and co-operation with Editors and Assistant Editors. Major responsibilities include:

- Co-ordinating with Editor-in-Chief in maintaining regular flow of activities in Journal Office.

## Job Description: Editorial Committee

Health Prospect: Journal of Public Health

- Supervising Editors and Asst. Editors, and maintaining group dynamics in Editorial Committee.
- Editors will have the task of cross-checking the manuscripts for plagiarism.
- After proper communication with peer reviewers under guidance of Editor-in-Chief, Executive Editor will have to forward the article for Peer Review.
- Regular update of website, Journal page in facebook, WordPress.
- Organizing monthly meeting to discuss on the process and progress of Journal.
- Organizing dissemination activity after the release of each Issue of the journal in coordination with NPHSS.

### *Editor*

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Editor of Health Prospect will have following responsibilities to perform during his/her tenure:

- An Editor will be provided with the job of writing for Editorial column of the Journal.
- Final proof reading of the manuscripts before publication.
- Communicating and supervising Asst. editors in their work.
- Coordinating with publication team member in advertisement collection.
- Carrying out activities for promotion of Journal. This includes liaising with Campus, Departments, Libraries, Offices and other institutions for regular subscription, and orientation on scientific writing.

### ***Assistant Editor***

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The task of making necessary refinements during the journal publication is of Assistant Editors. Assistant Editors will have the following jobs to perform:

- After the authors' submission of manuscript, Asst. editors will check the manuscript; ask for revision (if necessary) before they send 'Letter of Receipt' to the author. The manuscript will be checked for relevance to the scope of journal and adherence to the standard for publication (Instructions for Authors).
- Communication with authors after evaluation and peer review of the manuscripts under guidance of Executive Editors.
- They will check the punctuation and grammatical flaws of the manuscripts accepted after peer review. Asst. Editors will have to check for the resolution and quality of tables, images and graphs.
- Suggesting the theme for Cover Page of the journal in each prospective issue.
- Page Setting for the Issue of the journal before online publication. This includes all task related to printing and publication.

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