



## ACADEMIC EDITOR ROLE

Academic Editors oversee the peer review process from beginning to end, taking responsibility for conducting an assessment based on the publication criteria, finding and inviting reviewers, evaluating their feedback, making editorial decisions, and communicating decisions to the Section Editor. Academic Editors play an active role in the community, and are highly engaged as representatives of the journal.

To ensure an efficient peer review process for our authors, our Academic Editors strive to:

- Agree to handle one to two new manuscript assignments per month
- Handle each manuscript assignment from first assessment to final decision
- Respond to manuscript invitations (Accept or Decline) within two days
- Assess whether the manuscript is suitable for peer review within four days of agreeing to the invitation
- Secure two or more reviewers on manuscripts that are suitable for review
- Submit a decision within four days of receipt of the complete reviews
- Adhere to editorial best practices

Our staff is always available to provide assistance and guidance on editorial policies, so please [email the journal](#) with any questions.

### **Ambassadorship**

Our editors are PLOS ambassadors who are empowered to use their expertise to spread awareness of our [mission](#) and [values](#) in the global research community, forge inclusive relationships, guide and encourage a diverse group of prospective and current contributors, reflect community needs, and increase goodwill.

### **Code of Conduct**

In addition to these role expectations, all editors adhere to PLOS's [Code of Conduct](#) for Editorial Board Members.