

## ◆ Recommendations for Recruiting and Training a Managing Editor

We offer the following recommendations, developed especially for journals that change editors and relocate:

1. The Council of Biology Editors should consider establishing a pool of journal-staff personnel for people who are interested in journal-staff positions or consulting opportunities. Journal openings and information about consultants and job seekers could be listed on the CBE Website and updated weekly.
2. Editors should make a strong effort to hire managing editors with previous peer-reviewed journal experience.
3. New managing editors should have the

opportunity to train at least 2 to 4 weeks in the established editorial office.

4. Every journal should prepare an operations manual outlining the steps involved in each routine task. These manuals are valuable for existing and new employees and invaluable during office transitions.
5. Editors should consider hiring a consultant, such as the outgoing managing editor or a managing editor from a similar peer-reviewed journal, to help recruit new managing editors and ease office transitions. The consultant should stay in close contact with the managing editor during the 1st year.

6. Editors should define the functions of the managing editor and the editorial office clearly and share these descriptions with applicants. The AHA managing-editor job description could be used as a model.
7. Associations and editors should develop a transition plan allowing plenty of time for office transition and training (6 months for a journal that receives approximately 1000 manuscripts a year). To control costs, the outgoing office could gradually transfer responsibilities and reduce staff as the new office adds staff and equipment.

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