

Duties of Editor of Systematic Biology (including projections for 2004)

January 2001 – December 2001 (Editor Elect): Duties included 1) creating an associate editorial staff and an editorial board, and finding a book review editor 2) hiring and training editorial assistants; setting up an editorial office, a database for manuscript tracking, and protocols for handling manuscripts; 3) supervising the staff and associate editors; 4) receiving all new manuscript submissions and assigning them to associate editors; 5) receiving reviewed manuscripts (starting approximately March 2001) 6) reading reviews and reviewing controversial manuscripts, and returning comments and decisions to authors; 7) receiving and evaluating manuscript revisions (sometimes several rounds of revision) and making a final decision; 8) corresponding with authors; 9) working with the book review editor; 10) managing and helping to prepare announcements and ballots; 11) designing the cover for each issue; 12) working with the publisher to produce an issue six times per year. (In the first year this entailed establishing a new electronic publishing/electronic proofing system; developing standards for electronic figure formats, and guidelines for authors, as well as updating the inside front cover); 13) working with the publisher to create a yearly advertising brochure; 14) overseeing a journal web-page with tables of contents, abstracts, appendices, staff lists, etc.; 15) initiating new features designed to attract readership and expand the membership (e.g. PDF figure downloads that are designed to facilitate systematics teaching); 16) acting as a member of the executive council of SSB and attending three meetings annually: SSB executive council meeting (March); SSB council meeting (June) and SSB business meeting (June); and 17) preparing mid-year and annual Editor's reports; 18) Contact meeting organizers to set up AE's meeting and give AE head count and arrange for lunches.

January 2002- December 2003 (Editor): Same as above with the exception of items 1 and 2.

January 2004 – December 2004 (Final year as Editor) Same as above with the exception of items 1, 2 and 4. Work will continue through the end of the year 2004 as predicted based on data from year 2001 articles as follows: In October of 2002, manuscripts from 2001 remained in the following categories (see documentation on the attached 10 October 2002 update upon which these figures are based): 1) There were **four** recent arrivals of final revisions of 2001 manuscripts (for the February 2003, issue) to be sent to publisher, 2) **two** revisions of 2001 manuscripts were still in review, 3) **five** 2001 accepted articles still being revised by the authors (all would need a final editorial review), 4) Potentially 24 articles classified as “not acceptable in the present form” that could come back after major revision (**10** of those came back and required another round of review) and finally, 5) **two** (of 37) rejected manuscripts came back after a complete revision.

Thus, in October of 2002, I had 24 articles from year 2001 submissions remaining. I can expect a similar load for October-December of 2004. The average Systematic Biology article is 44 manuscript pages including figures, tables and appendices; points-of-view

are generally half that length but both types of manuscripts are highly variable. The largest manuscripts may reach 70 pages.