ASM’s Journal of Microbiology & Biology Education (JMBE) – Streamlined Workflow Process
Fall 2018

The goal of JMBE’s streamlined workflow process is to decrease the time from manuscript submission to decision. We welcome new volunteers - joining the JMBE Editorial Board is a great way to give back to the field, mentor early career colleagues, learn about the types of manuscripts we publish, and may be a springboard for you to publish your own educational activities or research. Members of the Editorial Board must be ASM members who are currently teaching and using evidence-based pedagogical approaches. Retired educators who have experience in evidence-based teaching and student-centered learning are also welcome.

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<th>Position</th>
<th>Responsibilities</th>
<th>Time Required</th>
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| Reviewer, Tips & Tools and Perspectives Sections | - Complete reviewer profile, detailing availability and areas of expertise.  
- Review assigned manuscripts, following provided guidelines and rubrics. Respond to review requests and complete reviews in a timely manner.  
- Maintain blind review and adhere to JMBE’s ethical standards. | -Three-year term, renewable once. |  |
| Reviewer, Research and Curriculum Sections | - Complete reviewer profile, detailing availability and areas of expertise.  
- Review assigned manuscripts, following provided guidelines and rubrics. Respond to review requests and complete reviews in a timely manner.  
- Maintain blind review and adhere to JMBE’s ethical standards. | -Three-year term, renewable once. | - Published author of teaching and learning-related work or prior reviewing experience. |
| **Editor in Training** | **-Complete online training.**  
-Shadow Editors to become familiar with the review and decision making process. | **-Temporary position, three-year term begins upon promotion to Editor.** | **-Prior experience as a *JMBE* reviewer for at least one year.**  
-Have written consistent, high quality reviews that provide quality feedback to authors. |
|-----------------------|-------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------|
| **Editor**            | **-Determine if submissions fit scope; referee manuscripts through peer review, compiling Reviewers’ comments into a critique that is both professional and informative; issue manuscript decisions.**  
-Communicate in a timely manner with both author(s) and ASM staff regarding the status of assigned manuscripts.  
-Solicit manuscripts from colleagues. | **-Three-year term, renewable once.**  
-Annual virtual board meeting. | **-Before promotion to Editor, have worked with Senior Editor until process is clear, and decisions on articles align with the expectations for that section.**  
-Maintain blind review and adhere to *JMBE*’s ethical standards. |
| **Senior Editor**     | **-Participate in the *JMBE* Advisory Council to the Editor-in-Chief.**  
-Train Editors.  
-Field author questions about manuscript suitability and Editor questions related to peer review.  
-Work with ASM staff to update focus & scope for assigned section as necessary.  
-Solicit manuscripts from colleagues. | **-Three-year term, renewable once.**  
-Annual virtual board meeting. | **-*JMBE* Editor for at least two years.**  
-Demonstrated initiative for furthering the impact of *JMBE*.** |

If you’re interested in volunteering or would like more information, email us at jmbe@asmusa.org.