Responsibilities and Expectations

for Editorial Board Members

- Review manuscripts (original research, reviews, and technical notes) in your given area(s) of expertise thoroughly and in a timely manner. Reviews will be completed through your account on the journal website. You will upload your reviews to your account where the authors will be able to access them once an initial and/or final decision has been registered on the manuscript. Each reviewer will be given three weeks to complete each review. We will use two or three reviewers for each manuscript submitted and most Editorial Board members will be asked to do one – two reviews per year.

- Provide criticisms, comments and suggestions to the Editors-in-Chief regarding the content, style, and format of the International Journal of Exercise Science.

- Participate in quarterly teleconferences of the Editorial Board. These teleconferences will occur approximately one – two weeks following the publication of each quarterly issue.

- As an expert in your field, you should submit at least one feature article, preferably an original research or review article, for publication to the Journal during your three-year term.

- If you are appointed to be a Section Editor while serving on the Editorial Board, you will be responsible for managing any manuscripts that are assigned to you by the Editors-in-Chief. Managing submissions includes, but may not be limited to, locating and assigning reviewers to your manuscripts, registering decisions on manuscripts, performing originality checks on manuscripts, and consulting with the Editors-in-Chief on all matters concerning manuscripts related to your assigned section.