Managing Editor, Journal of the Torrey Botanical Society

The Torrey Botanical Society is seeking a Managing Editor to assist Editor-in-Chief (as of 2021), Carolyn Copenheaver, in managing the *Journal of The Torrey Botanical Society*. The Journal (prior to 1997, *Bulletin of the Torrey Botanical Club*) is the oldest botanical journal in the Americas and has as its primary goal the dissemination of scientific knowledge about plants (including thallopyhtes and fungi). It publishes basic research in all areas of plant biology, except horticulture, with an emphasis on research done in, and about plants of, the Western Hemisphere. The anticipated responsibilities of the Managing Editor are listed below, the position comes with a modest honorarium. Please submit a letter of interest and resume to Torrey Botanical Society President, Dr. Dennis Stevenson at dws@nybg.org, prior to 5:00 pm EST on July 3, 2020 if you are interested in the position.

Managing Editor Responsibilities:

- Copy edit each issue’s proof cover for accuracy
- Determine (with the Editor-in-Chief and input from Allen Press) how much to bill authors for color figures, open access and other charges, and work with the Torrey Council Financial manager to ensure authors are invoiced appropriately.
- Filing US Postal Service Form 3526 (published yearly in the Journal).
- Communicate to Allen Press how many copies of the Journal to print (calculated by adding institutional subscribers, print members, complimentary issues, and necessary inventory)
- Manage the post-acceptance process of proof revision and posting articles to the Advance Access repository.
- Assist the Editor-in-Chief to ensure timely review and publication of articles in the Journal