



## Academic Editor Role

[\*PLOS Aging and Health\*](#)

[\*PLOS Climate\*](#)

[\*PLOS Complex Systems\*](#)

[\*PLOS Computational Biology\*](#)

[\*PLOS Digital Health\*](#)

[\*PLOS Ecosystems\*](#)

[\*PLOS Genetics\*](#)

[\*PLOS Global Public Health\*](#)

[\*PLOS Mental Health\*](#)

[\*PLOS Neglected Tropical Diseases\*](#)

[\*PLOS One\*](#)

[\*PLOS Pathogens\*](#)

[\*PLOS Sustainability and Transformation\*](#)

[\*PLOS Water\*](#)

---

### UNITED STATES

Mailing address:  
1875 Mission Street  
Suite 103 #188  
San Francisco, CA 94103

### UNITED KINGDOM

Nine Hills Road  
Cambridge, CB2 1GE  
Co. registered in CA, USA and UK  
Establishment office in England  
and Wales  
CA # C2354500  
UK Co. # FC031758

### GERMANY

PLOS GmbH  
Edisonstr. 63, Haus A, 1.Etage  
12459 Berlin  
Managing Directors: Alison Mudditt,  
Niamh O'Connor, Kate Motonaga  
Court of Reg. Amtsgericht Charlottenburg  
Reg. # HRB 232476 B-A-1018473/2021

### SINGAPORE

PLOS Pte. Ltd.  
135 Cecil Street #10-01  
Philippine Airlines Building  
Singapore (069536)  
Reg. # 202304559Z



## Academic Editor Role

Applies to: *PLOS Climate* | *PLOS Global Public Health* | *PLOS Mental Health* | *PLOS One* | *PLOS Water*

PLOS Academic Editors form an international Editorial Board of active researchers who ensure that innovative, rigorously conducted research submitted to the journal is made available as soon as possible and without restriction.

As experts in the fields of research they serve, our editors voice the needs of their community and are active participants in scholarly communication discussions around open access, open data, open science, and peer review.

## Academic Editor Responsibilities

Our Academic Editors oversee the peer review process from beginning to end, taking responsibility for conducting an initial assessment based on the criteria for publication, finding and inviting reviewers, evaluating their feedback, making editorial decisions, and communicating decisions to authors. Academic Editors play an active role in the community and are highly engaged as representatives of PLOS.

To ensure an efficient peer review process for our authors, our Academic Editors strive to:

- Agree to handle one to two new manuscript assignments per month
- Handle each manuscript assignment from first assessment to final decision
- Respond to manuscript invitations (Accept or Decline) within two days
- Assess whether the manuscript is suitable for peer review within four days of agreeing to the invitation
- Secure at least one reviewer on manuscripts that are suitable for review
- Submit a decision within four days of receipt of the complete reviews
- Adhere to [Editorial and Publishing Policies](#)

---

### UNITED STATES

Mailing address:  
1875 Mission Street  
Suite 103 #188  
San Francisco, CA 94103

### UNITED KINGDOM

Nine Hills Road  
Cambridge, CB2 1GE  
Co. registered in CA, USA and UK  
Establishment office in England  
and Wales  
CA # C2354500  
UK Co. # FC031758

### GERMANY

PLOS GmbH  
Edisonstr. 63, Haus A, 1.Etage  
12459 Berlin  
Managing Directors: Alison Mudditt,  
Niamh O'Connor, Kate Motonaga  
Court of Reg. Amtsgericht Charlottenburg  
Reg. # HRB 232476 B-A-1018473/2021

### SINGAPORE

PLOS Pte. Ltd.  
135 Cecil Street #10-01  
Philippine Airlines Building  
Singapore (069536)  
Reg. # 202304559Z



## Ambassadorship

Our editors are ambassadors for their journal and for PLOS, empowered to use their expertise to spread awareness of the journal, our [mission](#), and [values](#) in the global research community; forge inclusive relationships; guide and encourage a diverse group of prospective and current contributors; reflect community needs; and increase goodwill.

## Code of Conduct

In addition to these role expectations, all editors adhere to [PLOS' Code of Conduct for Editorial Board Members](#).

---

### UNITED STATES

Mailing address:  
1875 Mission Street  
Suite 103 #188  
San Francisco, CA 94103

### UNITED KINGDOM

Nine Hills Road  
Cambridge, CB2 1GE  
Co. registered in CA, USA and UK  
Establishment office in England  
and Wales  
CA # C2354500  
UK Co. # FC031758

### GERMANY

PLOS GmbH  
Edisonstr. 63, Haus A, 1.Etage  
12459 Berlin  
Managing Directors: Alison Mudditt,  
Niamh O'Connor, Kate Motonaga  
Court of Reg. Amtsgericht Charlottenburg  
Reg. # HRB 232476 B-A-1018473/2021

### SINGAPORE

PLOS Pte. Ltd.  
135 Cecil Street #10-01  
Philippine Airlines Building  
Singapore (069536)  
Reg. # 202304559Z



## Academic Editor Role

Applies to: *PLOS Aging and Health* | *PLOS Complex Systems* | *PLOS Computational Biology* | *PLOS Digital Health* | *PLOS Ecosystems* | *PLOS Genetics* | *PLOS Neglected Tropical Diseases* | *PLOS Pathogens* | *PLOS Sustainability and Transformation*

Academic Editors oversee the peer review process from beginning to end, taking responsibility for conducting an assessment based on the publication criteria, finding and inviting reviewers, evaluating their feedback, making editorial decisions, and communicating decisions to the Section Editor. Academic Editors play an active role in the community, and are highly engaged as representatives of the journal.

## Academic Editor Responsibilities

To ensure an efficient peer review process for our authors, our Academic Editors strive to:

- Agree to handle one to two new manuscript assignments per month
- Handle each manuscript assignment from first assessment to final decision
- Respond to manuscript invitations (Accept or Decline) within two days
- Assess whether the manuscript is suitable for peer review within four days of agreeing to the invitation
- Secure two or more reviewers on manuscripts that are suitable for review
- Submit a decision within four days of receipt of the complete reviews
- Adhere to [Editorial and Publishing Policies](#)

## Ambassadorship

Our editors are ambassadors for their journal and for PLOS, empowered to use their expertise to spread awareness of the journal, our [mission](#), and [values](#) in the global research community;

---

### UNITED STATES

Mailing address:  
1875 Mission Street  
Suite 103 #188  
San Francisco, CA 94103

### UNITED KINGDOM

Nine Hills Road  
Cambridge, CB2 1GE  
Co. registered in CA, USA and UK  
Establishment office in England  
and Wales  
CA # C2354500  
UK Co. # FC031758

### GERMANY

PLOS GmbH  
Edisonstr. 63, Haus A, 1.Etage  
12459 Berlin  
Managing Directors: Alison Mudditt,  
Niamh O'Connor, Kate Motonaga  
Court of Reg. Amtsgericht Charlottenburg  
Reg. # HRB 232476 B-A-1018473/2021

### SINGAPORE

PLOS Pte. Ltd.  
135 Cecil Street #10-01  
Philippine Airlines Building  
Singapore (069536)  
Reg. # 202304559Z



forge inclusive relationships; guide and encourage a diverse group of prospective and current contributors; reflect community needs; and increase goodwill.

## Code of Conduct

In addition to these role expectations, all editors adhere to [PLOS' Code of Conduct for Editorial Board Members](#).

---

### UNITED STATES

Mailing address:  
1875 Mission Street  
Suite 103 #188  
San Francisco, CA 94103

### UNITED KINGDOM

Nine Hills Road  
Cambridge, CB2 1GE  
Co. registered in CA, USA and UK  
Establishment office in England  
and Wales  
CA # C2354500  
UK Co. # FC031758

### GERMANY

PLOS GmbH  
Edisonstr. 63, Haus A, 1.Etage  
12459 Berlin  
Managing Directors: Alison Mudditt,  
Niamh O'Connor, Kate Motonaga  
Court of Reg. Amtsgericht Charlottenburg  
Reg. # HRB 232476 B-A-1018473/2021

### SINGAPORE

PLOS Pte. Ltd.  
135 Cecil Street #10-01  
Philippine Airlines Building  
Singapore (069536)  
Reg. # 202304559Z