

# Duties & Responsibilities Agreement

This document outlines the Duties & Responsibilities Agreement for each team and department of the Young Scientists Journal. Lack of compliance to the Duties & Responsibilities Agreement for two times in a short period of time, defined by the team leaders, will result in a warning. Failing to adhere to the work code for three times results in dismissal from the team. Every team member, however, can request a period of absence for up to one month, or deadline extensions by 1.5x during holidays or other busy periods, such as exams. All non-junior members (Team Leads, Senior Editors, Executive Editors) must submit to their department leader a brief comment (150-200 words) about the current situation of their team (active/inactive members, issues, feedback, project updates, ideas...) every 10 to 15 days via email to the department head's @ysjournal.com address.

## Editorial:

- Junior Editors
  - Complete first review stage and technical revisions within two weeks of start. Email the author when needed within 24 hours of the end of the review work. Update the senior editor when finished working on an article and pending reviews. Change article status on the JMS when completed their work.
- Senior Editors
  - Complete one final review article every week with the same terms of executive editors
  - Coordinate the Junior Editors for their subject, ensuring all possible editors are being assigned work. Check in with junior editors once a week and QC the rubric of each article their Junior Editors complete.
  - Check in with Head of Editorial once a week with updates on the department's progress and any support needed
- Executive Editors
  - Monitor the JMS and ensure all articles have data checks completed within 1 week of submission
  - Complete one final review per week for articles under 10 pages, within 12 days for 10-15 pages, within 14 days for 15-20 pages. Change the status when the final review is completed. Review edits from authors within 72 hours of receiving them.
- Datacheck Editor
  - Monitor the JMS and ensure all articles have data checks completed within 1 week of submission.

## Production:

- Content Creators
  - Lead Content Creator

- Coordinate the team members. Ensure content is published at least once every two weeks. Once the content is ready, publish it within the defined deadlines. Make sure every article undergoes at least one review. Ensure references are correct and coordinate with the social media lead to have at least one post published for each date/event/anniversary for which content is created and released.
- Creators
  - Complete an article within the requested time frame. Ensure citations are correct, (use Grammarly at the end to perform a SPAG?). Contact the lead content creator once the draft is ready. Complete reviews within 48 hours of request. Share the article as soon as they start writing with the lead content creator in an appropriate Project/Event folder.
- WordPress Admins
  - Lead WordPress Admin
    - Supervise the admins workflow, coordinate the publication of articles, assure tasks are completed in time. Update plugins, website, templates (when needed) and reply to comments within 48 hours.
  - Admins
    - Publish articles within 48 hours of the request. Perform bio updates within 72 hours. Admins will be assigned up to one task per day.
- Print Designers
  - Lead Print Designer
    - Supervise weekly the print team. Get in touch once a week. Make sure a draft issue is ready at least three weeks prior to the established publication date. Assign work to each designer. Perform QC once every two weeks.
  - Designers
    - Complete one draft article every two weeks. Draft = complete article pending review from the Lead Designer. Make reviews as asked by the Lead Designer within one week.
- Artists
  - Lead Artist
    - Coordinate creation of art content, adhere to deadlines, create a cover artwork within three weeks for upcoming issues.
  - Creators
    - Create images, covers, and small art content (up to 20 cm x 20 cm or digital equivalent) within 7 days of request. Complete large artwork draft within 14 days of request. Present work to the lead artist halfway through the task and at the end of the task.
- Software Developers
  - Lead Software Engineer

- Check in every two days with all developers, make sure critical tasks are completed within one week of request. Update systems when needed. Respond to technical support requests within 24 hours and report critical issues within 24 hours to the Head of Production. Go over the work committed to GitHub each time code is committed. Make sure all code committed is tested prior to deployment in production. Acquire permission for the implementation and usage of any platforms/services from the Head of Production. Ensure data is always encrypted and no personal data is accessible without the needed authentication.
- Software Engineer
  - Complete two small tasks per week, one medium coding task per week, strictly adhere to the defined timeline for large tasks. Check in with the lead software engineer during the work, push work to GitHub during and at the end of a task, possibly in a dedicated branch. Complete one major task every month.
- GPRAs

## Marketing and PR

- Social Media
  - Manager
    - Assemble at least 2/3 Instagram posts or at least 4/5 Twitter posts per week. Upload a minimum of one picture (if it applies), define at least 10 hashtags related to the post content itself. Check in with the social media lead at least twice a week. Instagram managers may be given the opportunity to handle and upload Instagram stories, do an Instagram takeover, or host an Instagram Live.
  - LinkedIn Manager
    - Create at least 2 or 3 posts per month. Compose a 300-word LinkedIn post or a 500 to 1000-word LinkedIn article. Define 3-5 appropriate hashtags and upload the content to LinkedIn or the JMS. Check in with the social media lead at least twice a week.
  - Social Media Lead
    - Publish the content prepared by the social media managers, make sure they follow the guidelines, review their work before publishing it, publish content requested for partnerships within 24 hours, reply to inquiries on social media platforms within 48 hours.
- Communication
- Newsletter Managers