

Date: 24-10-2019

Dear Dr Shi-Jian Fu

Further to our discussion, I am delighted to invite you to join the *Journal of Fish Biology's* (the "Journal") Editorial Board as an Assistant Editor. In this role, you will be responsible for the following:

- working with the Editor-in-Chief, you will evaluate papers assigned to you and select papers to go out for peer review
- managing the peer review process according to the procedures provided by the Editorial Office and using Editorial Manager (the online submission and peer review system) and ensuring the peer review process is of a sufficient standard to maintain editorial standards of the Journal
- making the decisions of revise, accept and/or reject and communicating with the authors
- involvement in the Journal's development through communications with the Editor-in-Chief
- you may be invited to work alongside guest editorial teams involved in the publication of the FSBI annual symposium papers and would appear as a 'guest editor' on the Journal's front cover

Each Assistant Editor is expected to handle around 15 papers per annum, of which 33% are likely to be 'immediate reject'. There is an honorarium for the role (£500 per annum plus an additional £25 per paper handled over the annual 15 paper quota limit) and you will be able to apply to the Editor-in-Chief for development funds (up to £500) to enable you to attend a conference or other event to solicit/encourage authors to consider developing special issues for the Journal. Should an Assistant Editor wish to lead such an initiative themselves, they can apply for up to £2000 to help stimulate/facilitate a special issue.

The Publisher, Wiley, runs the Journal's Editorial Office and you will have the day-to-day support of the Editorial Assistant and the wider Wiley team as well as support from the Journal's Editorial Team.

Ideally, we would like your Assistant Editor role to start on 1 January 2020 and normally the term of the Assistant Editor role is 3 years with the possibility of extending this further. As outlined above, there is an annual honorarium for the role which is related to the number of papers you manage.

You will be required to enter into an Assistant Editor Agreement formalising in further detail the terms set out in this letter, which Wiley will send to you following confirmation that you wish to accept this role. The relationship between Wiley and Assistant Editors is of independent contractors and neither this letter nor the Assistant Editor Agreement creates any partnership or employment relationship between Wiley and an Assistant Editor.

If you have any queries on the points outlined in this letter, please do not hesitate to get in touch. My contact details are below. If you are willing to accept the position, please respond directly to [m.kaiser@hw.ac.uk](mailto:m.kaiser@hw.ac.uk) and cc [rtrice@wiley.com](mailto:rtrice@wiley.com). We look forward to hearing from you.

With warm wishes



Michel Kaiser

Editor-in-Chief, *Journal of Fish Biology*