

## ***Journal of Poverty and Social Justice***

### **Co-Editor Job Description**

The Editors have overall responsibility for all editorial aspects of the Journal including:

- Commissioning and encouraging quality submissions with broad international authorship;
- Receiving submissions; identifying suitable referees; making editorial decisions on acceptance, revision or rejection in the light of referees' reports; overseeing the journey of accepted papers from acceptance to publication; liaising with the publisher over publication arrangements;
- Liaising with other members of the Editorial Team to ensure content is delivered to schedule;
- Deciding on the content and balance of each issue of the journal (apart from guest edited special issues, where the editor would reach a broad agreement with the guest editor(s) on the shape of the issue);
- Establishing policies and guidelines for acceptance of manuscripts and general instructions for authors;
- Liaising closely with colleagues at Policy Press and ensuring schedules and deadlines are adhered to;
- Rejecting unsuitable manuscripts in a manner that respects the efforts of the author and provides suitable encouragement in their future efforts;
- Maintaining and further developing the international reputation of the journal;
- Sustaining the journal's broad readership and relevance to both academic and applied/policy and practice [alternative options] audiences.
- Participating in person or virtually in twice yearly meetings of the Editorial Management Board;
- Formulating and reviewing the Journal's editorial strategy in collaboration with the other Editors and putting ideas for development to the Management Board;
- Sustaining and enhancing the quality of the articles published in the journal;
- Developing and sustaining a wide network of reliable referees;
- Generating, and responding to, ideas for special/themed issues of the journal;
- Advising on appointment of Associate Editors, Section Editors and Board members;
- Encouraging active participation in the Journal on the part of Editorial Advisory Board members, both UK and international;
- Generating ideas for additional activities to promote the Journal (eg hosting international conferences, themed workshops etc);
- Producing an annual Editorial report to the Editorial Board on journal activities, seeking comment and guidance on matters of key concern.

The term of office is three years with the possibility of extending for a further two years. The selected candidates will enter into contract with Policy Press, the publisher of the journal.

The Editorial Management Board have recently recommended engaging a team of Associate Editors to assist the Co-Editors. Prospective Co-Editors may either apply as a full editorial team (including Associate Editors), or as a pair of Co-Editors with a view to issuing an open call for Associate Editors mid-2021.

## **Personal Specification**

### **Essential**

- Scholars of high international reputation in the field;
- Editorial experience, including extensive experience of refereeing for a range of journals;
- Editorial team must demonstrate breadth of methodological and international expertise;
- Understanding of the processes and operations of an academic journal – for example by membership of an Editorial Board;
- Can come from any discipline, but must be sympathetic to the inter-disciplinary nature of the journal, and able to encourage submissions from all perspectives;
- Open to a range of research methods and philosophies;
- Sympathetic to practitioner research (if undertaken to a high standard) as well as conventional 'academic' research;
- Vision and passion for development of the Journal;
- Commitment to the practicalities of the role and able to devote the time required;
- Able to attend EMB meetings in the UK in person or via video-conference.

### **Desirable**

- Experience of publishing in the *Journal of Poverty and Social Justice* or familiarity with the journal.