



Association for Contemporary Iberian Studies

Editorship of the *International Journal of Iberian Studies* – *Exciting Opportunity!*

The Association of Contemporary Iberian Studies is pleased to formally invite applications/expressions of interest for the roles of Co-Editors of the ACIS Journal, *International Journal of Iberian Studies* (IJIS). A description of the role and person specification are provided below. Those interested are asked to provide the following:

- A covering letter in which you demonstrate how you meet the person specification criteria and your suitability for the role
- A current CV
- A single-page statement in which you describe your vision for the future direction of the Journal
-

This should be sent to the ACIS Secretary (morganr@westminster.ac.uk) marked 'IJIS Editor' by **Tuesday 22 February 2017**:

Applications will be reviewed by the Executive in the first instance and a shortlist of candidates (together with their candidate statements) will be circulated to the membership for election (via an electronic process). The current Editors have kindly agreed to continue in the role until we have the new Editors in place.

IJIS Editors: Role Description

The IJIS Editors are elected by the AGM and are responsible, together with the Editorial Committee, for the publication of the Association's Journal. The Journal Editor(s) are *ex officio* member(s) of the Executive Committee and are responsible for:

1. Encouraging potential contributions of appropriate quality to support and enhance the quality and academic standing of the Journal.
2. Effective communication with contributors to the Journal and reviewers
3. Reading, and rejecting or approving submitted articles before being sent to two peer reviewers.
4. Submitting prepared articles to the copy-editor according to the schedule of publication for IJIS
5. Ensuring that contributors complete the appropriate consent prior to publication
6. Liaising with the Open Forum Editor and Book Reviewers in preparation for each journal issue.
7. Liaising with the publishers to ensure regular publication of the Association's Journal and leading periodic review of these arrangements

8. Ensuring that an effective Editorial Committee is established and regularly reviewed in consultation with the Executive and in accordance with the Association's Constitution and Standing Orders
9. Maintaining and expanding a pool of reviewers who are ready to contribute their expertise to the journal
10. Reporting regularly to the ACIS Executive, and annually to the ACIS AGM, on the progress and plans relating to the Journal and the work of the Editorial Committee

Person Specification

Role holders will be expected to:

- Have previous experience either as a journal editor, reviews editor, an associate/consultant editor or an editor of special issues
- Have extensive experience as a reviewer for journals
- Have a record of publications in refereed academic journals in an area related broadly to Iberian Studies
- Demonstrate a capacity to handle a demanding workload
- Demonstrate an ability to work constructively with authors, co-editors, reviewers
- Demonstrate an ability to meet deadlines

ACIS January 2017