



**Association  
for  
Contemporary Iberian Studies**

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

The Association for Contemporary Iberian Studies is pleased to formally invite applications/expressions of interest for 1 position as Open Forum (OF) Editor for 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 OF section.

This should be sent to the ACIS Secretary ([EdwardsS38@cardiff.ac.uk](mailto:EdwardsS38@cardiff.ac.uk)) with the subject 'IJIS Open Forum Editor' by **8 November 2023**:

Applications will be reviewed by the ACIS Executive in coordination with the Journal's Editorial team. The selected candidates will be ratified by the next AGM. The current OF Co-Editor has kindly agreed to continue in the role until we have the new Editors in place.

**IJIS Open Forum Editor: Role Description**

1. Encouraging potential contributions of appropriate quality, particularly from (but not limited to) PGSs and ECRs.
2. Reading, and rejecting or approving submitted articles before being sent to two peer reviewers.
3. Reading, editing and ultimately approving submitted articles and other writing pieces ready for publication in IJIS.
4. Liaising regularly with the other co-editor of the Open Forum.
5. Maintaining effective communication with the main journal's editors, contributors to the journal and with peer reviewers.
6. Maintaining and expanding a pool of peer reviewers who are ready to contribute their expertise to the journal and encouraging readers of IJIS (although not exclusively) to write in our Journal.
7. Being responsible for submitting prepared articles for copy-editing according to the IJIS publication schedule.

8. Being responsible for ensuring that authors complete the Intellectual publishing agreement prior to publication and sending this with the prepared article to the joint editors.
9. Keeping the joint editors informed of articles which are being prepared so they can be included in the IJIS publication schedule.

**ACIS October 2023**