



**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 2 positions of Co-Editors 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 Journal.

This should be sent to the ACIS Secretary (EdwardsS38@cardiff.ac.uk) with the subject 'IJIS 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 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 responsible, together with the Editorial Committee, for the publication of the Association's Journal. The Editor(s) are *ex officio* member(s) of the ACIS Executive Committee and their role includes the following tasks:

1. Encouraging potential contributions of appropriate quality to enhance academic standing of the Journal.
2. Reading, and approving or rejecting submitted articles before being sent to two peer reviewers.
3. Supervising the submission and peer review process through the Intellect submission platform.
4. Commissioning special issues or approving/rejecting submitted special issues' proposals.
5. Reading, editing and ultimately approving submitted articles and special issues ready for publication in IJIS.
6. Liaising regularly with the other co-editor of the Journal to ensure that enough materials are ready for each issue.
7. Maintaining effective communication with the members of the Editorial team, authors and peer reviewers.

8. 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 submit their papers.
9. Selecting and updating the Advisory Board according to the Journal's needs.
10. Being responsible for submitting prepared articles for copy-editing according to the IJIS publication schedule.
11. Ensuring that the final version submitted by the authors corresponds to a linguistic and stylistic level appropriate for an academic publication.
12. Being responsible for ensuring that authors complete the Intellect publishing agreement prior to publication and sending this with the completed issue to the Intellect copy-editor.
13. Liaising with the publishers to ensure regular publication of the Journal and leading periodic review of these arrangements.
14. Ensuring that an effective Editorial team is established in consultation with the Executive and in accordance with the Association's Constitution and Standing Orders.
15. Reporting regularly to the ACIS Executive, and annually to the AGM, on the progress and plans relating to the Journal and the work of the Editorial team (Annual Report).

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 academic journals.
- Have a record of publications in refereed academic journals in an area related broadly to Iberian Studies.
- Have an excellent command of English and reading and writing fluency in at least one Iberian language, ideally more than one.
- Demonstrate an academic interest in Iberian cultures and in interdisciplinary work.
- Demonstrate a capacity to handle a demanding workload.
- Demonstrate a capacity to communicate effectively.
- Demonstrate an ability to work constructively with the co-editor, members of the Editorial team, authors, peer reviewers and publishers.
- Demonstrate an ability to meet deadlines.

ACIS October 2023