

Evidence & Policy

Editor/Co-Editors Job Description

The Editor has overall responsibility for all editorial aspects of the Journal including to:

- Receive submissions; identify suitable referees; make editorial decisions on acceptance, revision or rejection in the light of referees' reports; oversee the journey of accepted papers from acceptance to publication; liaise with the publisher over publication arrangements;
- Liaise with other members of the Editorial Team to ensure content is delivered to schedule;
- Decide 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);
- Establish policies and guidelines for acceptance of manuscripts and general Instructions for Authors;
- Liaise closely with colleagues at Policy Press and ensure schedules and deadlines are adhered to;
- Reject unsuitable manuscripts in a manner that respects the efforts of the author and provides suitable encouragement in their future efforts;
- Maintain and further develop the national and international reputation of the journal;
- Commission and encourage quality submissions;
- Participate in person or virtually in twice yearly meetings of the Editorial Management Board;
- Formulate and review the Journal's editorial strategy in collaboration with the other Editors and put ideas for development to the Management Board;
- Sustain and enhance the quality of the articles published in the journal;
- Develop and sustain a wide network of reliable referees;
- Generate, and respond to, ideas for special/themed issues of the journal;
- Advise on appointment of Associate Editors and Board members;
- Encourage active participation in the Journal on the part of Editorial Advisory Board members, both UK and international;
- Generate ideas for additional activities to promote the Journal (eg hosting international conferences, themed workshops etc);
- Produce 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 five years.

The average time commitment required is half a day per week.

Person specification

Essential

- Scholar of high repute in the field of evidence and policy;
- Editorial experience, including extensive experience of refereeing for a range of journals;
- 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;
- Experience of using an online journal submission system;
- Commitment to the practicalities of the role and able to devote the time required;
- Able to attend EB meetings in the UK.

Desirable

- Experience of publishing in *Evidence & Policy* or familiarity with the journal;