

Evidence & Policy

Co-Editor in Chief Job Description

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

- Commissioning and encouraging quality submissions with broad international authorship;
- Working with the wider Editorial Team (namely the Associate Editors) 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; liaising with the publisher over publication arrangements; or, where a decision is made to reject unsuitable manuscripts, rejecting manuscripts in a manner that respects the efforts of the author and provides suitable encouragement in their future efforts;
- Sustaining and enhancing the quality of the articles published in the journal, This includes establishing policies and guidelines for acceptance of manuscripts and general instructions for authors, with a view to ensuring manuscript submissions that meet the scope and high standards of the journal;
- 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);
- Liaising closely with colleagues at Policy Press and ensuring schedules and deadlines are adhered to;
- Maintaining and further developing the international reputation of the journal, including by working with the Social Media Editor, Editorial Team and authors to secure submissions to the blog and to promote the journal's blog content and Twitter account (this may include drafting occasional blogs and Twitter threads);
- Generating ideas for additional activities to promote the Journal (eg hosting international conferences, themed workshops etc);
- Working with the Editorial Officer and Editorial Board Chair to organise the twice yearly meetings of the Editorial Management Board and preparing an Editors' Report and any other relevant papers for these meetings.
- Formulating and reviewing the journal's editorial strategy in collaboration with the other Editors and putting ideas for development to the Management Board;
- Developing and sustaining a wide network of reliable referees;
- Working with the Editorial Board to generate, and respond to, ideas for special/themed issues of the journal or themed calls for papers;
- Where necessary, developing calls for the appointment of new Associate Editors and Board members;

- Encouraging active participation in the journal on the part of Associate Editors, the Editorial Board Chair and the International Editorial Advisory Board members;
- Managing the Editorial Officer and Social Media Editor roles for the journal. This includes ensuring the workload is manageable and leading on recruitment processes, where required (these roles usually sit at the institution of a Co-Editor, although Policy Press covers the cost of the posts).

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 average time commitment required is 0.5 days per week (each for two Co-Editors in Chief).

Personal Specification

Essential

- Scholars of high international reputation in the field;
- 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 and peer review system;
- Commitment to the practicalities of the role and able to devote the time required;
- Able to attend virtual EMB meetings in a time slot that works for the majority of Board members (including the UK based publishers)

Desirable

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