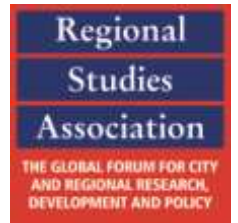




# Regional Studies Association



## Regional Studies Journal

### Executive Editor

The post is for 3 or 4 days a week, subject to negotiation, fixed term for three years, renewable by mutual agreement.

The person will be appointed by Taylor and Francis on a standard editor's contract and the post is home based.

Fee: £30,000 p.a., pro-rata

The Regional Studies Association seeks an Executive Editor or equivalent to provide academic and administrative support to the Editor in Chief (EiC), *Regional Studies*.

*Regional Studies* is a large journal which is wholly owned by the Association and published under contract by the imprint Routledge, which is owned by Taylor and Francis, itself part of Informa Group plc. *Regional Studies* is an international journal both in terms of its subscriber/readership base. Submissions are global and typically from departments of geography, economics, planning and political science. Many of the published articles are empirical in nature and the majority of articles include some quantitative methodology.

The tasks to be undertaken will include but not be limited to:

- day to day manuscript management including; desk screening of submissions, allocation of submissions to editors, suggestion of referees to the editors, provision of summary advice to editors and to the EiC for final decisions
- supervision of the Editorial Assistant (recognising that this person is appointed by the Publisher and will work on journals other than *Regional Studies*),
- management and reporting of journal flow and publication times
- principle point of contact for the publisher regarding production e.g. final approval of proofs, issue planning and compilation of print issues
- oversight of special issues and mini-themes
- contribute to planning for and delivery of journal activities such as two annual lectures (one within an RSA international conference and one within the AAG annual conference each year)
- preparation of minutes, papers and reports for relevant meetings and the organisation of these meetings

- strategic development of the journal; providing advice and recommendations to the editors and the Publications Committee on journal development initiatives, working with the publisher to promote the journal, working the editors to refine the review and production processes etc.

### **Person Specification**

An Executive Editor is sought with the following skills

- personal experience of research and scholarship and the ability to command the respect of colleagues
- knowledge of the field of regional studies (it is expected that this will not be even across the breadth of the field)
- ability to interpret and evaluate academic material and referees reports
- an understanding of common scientific methods, statistics and other analytical methods,
- an understanding of the peer-review process and the roles of those contributing to it
- a clear sense of academic writing styles and the organisation and presentation of research information, including in diagrammatic and map form
- an understanding of research and publishing ethics
- good task, time and line management skills - including the ability to delegate effectively and work supportively with junior colleagues
- ability to work to time and to budget on any project

### **Application**

To apply for this post please submit a full CV and letter setting out why you are suitable for the role and what you would expect to contribute to the journal and its management.

Send the letter and supporting CV to: Sally Hardy, Chief Executive, Regional Studies Association – [sally.hardy@regionalstudies.org](mailto:sally.hardy@regionalstudies.org)

For further particulars, please visit [www.regionalstudies.org](http://www.regionalstudies.org)

**Closing Date** - Monday 9<sup>th</sup> June 2014, 10am UK time

**Interview Date** – Friday 13<sup>th</sup> June 2014, central London. No other date is possible but arrangements can be made to use skype or similar technologies.

If you would like to discuss your suitability for the post or have questions about the role phone Sally Hardy on 0044(0) 1323 899 698