



2017

Call for Editors & Reviewers

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21ST CENTURY SOCIAL JUSTICE

Call for Editors & Reviewers 2017–2018

Fordham University
Graduate School of Social Service

Editor-in-Chief: **James Amarante**
E-mail: jamarante1@fordham.edu

Prospective Applications:

To apply for a position on the Editorial Board for the 2017–2018 academic year, please contact the Editor-in-Chief, James Amarante. Attach your resume and indicate the position in which you are interested.

Ideal candidates will have experience in Microsoft Word, social sciences research, writing in the social sciences, and copyediting APA-style manuscripts.

Editorial Board Job Descriptions

Editor-in-Chief

- Facilitates Editorial Board Meetings
- Create agenda for all Editorial Board Meetings
- Recruit faculty to establish a journal Faculty Advisory Board
- Maintain communication with Advisors and Editorial Board
- Provides leadership and direction for the Editorial Board
- Works with Advisory and Editorial Boards to ensure journal sustainability
- Oversees journal development
- Coordinates Editorial Board application process
- Oversees journal marketing and outreach, and manages journal finances if applicable
- Oversees journal board training
- Assign editors and reviewers for manuscript submissions
- Manage Associate Editors
- Manage publishing workflow
- Format manuscripts for publication after reviewed and edited by Editorial Board
- Utilizes knowledge of APA manual for editing techniques

Managing Editor

- Draft minutes for all Editorial Board Meetings
- Maintains communication with the Editor-in-Chief
- Works with Editorial Board to encourage article submissions among students, alumni and professionals in social work and related fields
- Works with Editorial Board to recruit editorial board members and reviewers for the next academic year to ensure journal sustainability
- Oversees the peer review process
 - Works with associate editors to ensure review comments are incorporated into articles during the editing phases
 - Manages reviewers and ensures that reviewer comments are appropriate
 - Maintains the blind review process (i.e., confidentiality between reviewers and authors)
- Utilizes knowledge of APA manual for editing techniques

Associate Editors

- Maintains communication with the Managing Editor
- Reviews content articles as assigned and consults with the Managing Editor during the review process
- Has knowledge of the APA manual for editing and proper in-text and reference citations
- Has knowledge of basic grammar for editing
- Works with the Editor to ensure reviewer comments are compiled and final edits completed
- Works with the Editor on other journal-related projects as determined by the interest of the Editor-in-Chief
- Maintains the blind review process (i.e., confidentiality between reviewers and authors)
- Works with Editorial Board to encourage article submissions among students, alumni and professionals in social work and related fields
- Works with Editorial Board to recruit editorial board members and reviewers for the next academic year to ensure journal sustainability

Reviewers

- Reviews content articles as assigned for the following criteria:
 - Relevance to the field of social work
 - Content significance in social work
 - If research study: quality of research methods and project design
 - Quality of writing
 - Adequacy of Resource/Referencing
- Consults with Editors during the review process

Please contact the Editor-in-Chief if you have any questions.