

Studies in History and Philosophy of Science Managing Editor – Responsibilities

This position is for 20 hours/week and runs July 1st – June 30th, with salary prorated accordingly to extend over the summer.

Workflow Management

- scan all incoming submissions to assess compliance with journal norms
- assign submissions to handling editors in consultation with Editor-in-Chief
- liaise with handling editors regarding possible reviewers and invite reviewers
- manage timelines with authors, handling editors, and reviewers

Editorial Functions

- copyedit/proofread accepted regular papers, reviews, and special issue content
- act as handling editor for occasional papers in your areas of specialization
- coordinate Reviews Editor and publisher regarding publication of reviews and books received

Consultation

- generate ideas and research possible initiatives for new journal content
- oversee work of graduate student research assistant
- assist authors, handling editors, and reviewers with use of the Evise online system

Outreach and Publicity

- monitor, update, and manage social media initiatives and general announcements
- respond to inquiries from potential authors, the publisher, Consulting Editors, etc.
- generate ideas and research possible initiatives for raising journal profile