

The Australian Community Psychologist

Editor Roles and Responsibilities – August 2017

Position title	Editor
Term of the position	Up to five years
Position type	Voluntary
Position in context	<p>The Australian Psychological Society (APS) is Australia's premier professional association for psychologists with over 22,000 members and a long established national presence. The APS is managed from the National Office in the CBD of Melbourne.</p> <p>The APS is engaged in periodical publication of material that is of scientific, professional and general informative value to members and to psychology at large.</p> <p><i>The Australian Community Psychologist (ACP)</i> is an open access online journal which publishes peer-reviewed work relevant to community psychology researchers and practitioners as well as others interested in the field. In addition to empirical research reports, the journal features contributions that are state of the art reviews of professional and applied areas, and reviews and essays on matters of general relevance to community psychologists. Previously titled <i>Network</i>, the journal has been in continuous publication since 1985.</p>
Purpose of the role /primary objective	<p>The Editor will be responsible for:</p> <ul style="list-style-type: none"> • Guiding the overall strategic direction of the journal, in consultation with the APS. • Implementing and applying the editorial policies of the journal • Engaging members of the Editorial Board, including the Associate Editors to solicit and acquire suitable contributions for the journal and undertake the timely review of manuscripts • Maintaining a high level of quality in the manuscript review and journal editing process • Ensuring appropriate and timely communication is provided to authors.
Key responsibilities	<p><i>Journal development and submissions</i></p> <ul style="list-style-type: none"> • In consultation with the APS, identify and implement strategies to <ul style="list-style-type: none"> ○ Ensure the continued development of the journal with a focus on the readership ○ Increase citations and the impact factor of the journal ○ Increase the number of quality manuscripts being submitted to the journal ○ Establish policies for authorship and submission as outlined in the instructions for authors • Represent and actively promote the journal amongst colleagues and at conferences in order to generate submissions to the journal • Encourage the Associate Editors to actively solicit suitable manuscripts

	<p>for the journal to ensure adequate copy is available for each issue</p> <ul style="list-style-type: none"> • Screen all manuscripts submitted for publication to ensure they meet the aims and scope of the journal and are appropriate for proceeding to peer review. <p>Manuscript review</p> <ul style="list-style-type: none"> • Allocate relevant contributions to Associate Editors to ensure manuscripts are reviewed by at least two persons with appropriate qualifications and experience in the nature of the research. • Monitor the quality and timeliness of the peer review process and adherence to review guidelines • Undertake the review of manuscripts in situations where the review process has been delayed • Take appropriate action should a manuscript be found to be plagiarized. • Make a final decision on acceptability of manuscripts for publication taking into account the Associate Editor's and/or Review Board member's recommendation • Provide detailed comments to authors about their research and paper following the review process and whether their contribution has been accepted • Maintain the integrity and confidentiality of the author's work during the peer review process • Support the APS in handling complaints and appeals. <p>Production and content</p> <ul style="list-style-type: none"> • Liaise with the APS, Associate Editors and members of the Editorial Board regarding the status of the production of the journal and plans for forthcoming issues • Determine the ongoing editorial content of the journal including the subject matter, types of articles and the order and accuracy of what is published • Ensure all contributions accepted for publication conform to the Author Guidelines • Ensure the development and selection of content for the journal is in line with those standards set by the APS: <ul style="list-style-type: none"> ○ Ensure the content of papers meets appropriate ethical guidelines. <p>General</p> <ul style="list-style-type: none"> • In consultation with the Society, identify and appoint members of the journal's Editorial Board and manage ongoing performance of this team. • Mentor new members of the editorial team • Adhere to ongoing journal reporting obligations as determined by the APS Board of Directors • Attend journal management meetings as required either in person or via teleconference.
Key selection criteria	<p>Essential</p> <ul style="list-style-type: none"> • PhD in psychology and minimum five years postdoctoral research experience • Demonstrated record of research, scholarship, and publication at a national and international level • Demonstrated record of contribution to the peer review process

	<ul style="list-style-type: none"> • Demonstrated effective team leadership • Demonstrated high level communication skills • Demonstrated ability to deliver key outcomes within a required time frame • Demonstrated interpersonal skills and ability to establish and maintain working relationships with key stakeholders (including the editorial team, especially Associate Editors and the wider stakeholder group). <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Previous Editorial Board experience.
Performance deliverables	<ul style="list-style-type: none"> • All new manuscripts are evaluated within 48 hours of assignment for peer review or immediate decision • Attend journal management meetings as required either in person or via teleconference • Average time to first decision of 42 days.