

Educational and Developmental Psychologist

Associate Editor Roles and Responsibilities – September 2017

Position title	Associate Editor
Term of the position	Up to five years with a renewable term
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>The <i>Educational and Developmental Psychologist (EDP)</i> is one of the Society’s College journals and publishes psychological research that makes a substantial contribution to the knowledge and practice of education and developmental psychology. The broad aims are to provide a vehicle for dissemination of research that is of national and international significance to the researchers, practitioners and students of educational and developmental psychology.</p>
Purpose of the role /primary objective	<p>Through engagement with the Editor and the Editorial Board, the Associate Editors are responsible for supporting the growth and development of the journal and contributing to the overall breadth and depth of content.</p> <p>Specifically, Associate Editors are responsible for:</p> <ul style="list-style-type: none"> • Implementing and applying the editorial policies of the journal • Soliciting and acquiring suitable contributions for the journal and undertaking the timely review of manuscripts.
Key responsibilities	<p><i>Journal development and submissions</i></p> <ul style="list-style-type: none"> • In consultation with the Editor and the Editorial Board: <ul style="list-style-type: none"> ○ Support the continued development of the journal with a focus on the readership ○ Implement strategies to increase citations of the journal ○ Identify strategies to continue to the development of the subject area in the journal ○ Adhere to 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 • Actively solicit suitable manuscripts for the journal to ensure adequate copy is available in the particular subject area for each issue

	<ul style="list-style-type: none"> ○ Solicit a minimum of two manuscripts annually ○ Solicit editorials to be published with articles in the journal ○ Submit up to two articles or editorials annually. <p>Manuscript review</p> <ul style="list-style-type: none"> ● Identify and invite at least two persons with appropriate qualifications and experience in the nature of the research to review manuscripts ● Monitor the quality and timeliness of the review of manuscripts 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 ● Critically assess both the manuscript and the reviews and submit a recommendation and rationale together with any suggested changes required to the manuscript to the Editor-in-Chief for final consideration ● Maintain the integrity and confidentiality of the authors work during the peer review process. <p>Production and content</p> <ul style="list-style-type: none"> ● Liaise with the Editor regarding subject area content for the journal, types of articles and the order and accuracy of what is published ● Ensure all contributions that are recommended to be 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"> ● Mentor new members of the editorial team ● Attend journal management meetings as required either in person or via teleconference.
<p>Key selection criteria</p>	<p>Essential</p> <ul style="list-style-type: none"> ● At least three years postdoctoral research experience ● Demonstrated record of research, scholarship and publication ● Demonstrated record of contribution to the peer review process ● Strong written and verbal communications 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>Desirable</p> <ul style="list-style-type: none"> ● Previous Editorial Board experience
<p>Performance deliverables</p>	<ul style="list-style-type: none"> ● Attend journal management meetings as required either in person or via teleconference ● Submit up to two articles or editorials annually. ● Evaluate all new manuscripts within 48 hours of assignment for peer review or immediate decision ● Average time to first decision of 42 days.