

Job Description (Managing editor):

The Managing Editor hold primary responsibility for overall production process of the journal. The principal task is to manage the peer review process and decide, aided by expert input, which papers merit publication according to the journal's criteria. The Managing Editor is expected to take independent actions on submitted manuscripts, oversee manuscript processing and promote international visibility of the journal.

Main activities include organizing editorial meetings; identification of topics and tasks; recruiting authors and reviewers; uploading journal contents to major DBs; editing material for SNS and emails to improve accessibility and reputation of the journal. In addition to this core responsibility, the Managing Editor will help with advancing the overall mission of the journal by assisting the journal's editorial members with manuscript handling, by contributing to various highlighting and outreach efforts, and by being an effective ambassador for the journal.

Candidates should have strong writing and communication skills, and excellent time and task management proficiency. The Managing Editor is also expected to have knowledge that is relevant to peace studies.

Required Qualifications:

- PhD degree is required.
- Excellent written and oral communication skills and be fluent in English
- Ability to communicate and work with a diverse group of editors, editorial assistants, reviewers, and authors in a highly professional environment
- Ability to work independently with good task organizational skills for timely accomplishment of activities
- Must be attentive to detail, analytical, and highly organized
- Flexibility for business travel

PRINCIPAL RESPONSIBILITIES:

- In conjunction with other editors, read, discuss, and evaluate submissions for publication.
- Review manuscripts for accuracy, presentation, adherence to editorial standards.
- Correspond with authors during review and revision process, making recommendations and offering guidance on writing, incorporating substantive comments from review process, and adhering to editorial requirements for length, readability, abstract, and references.
- Monitor author and reviewer deadlines, maintain contact with authors and reviewers, and answer queries pertaining to articles, etc., through submission system and e-mail communications.
- Arrange and organize editorial meetings every two weeks.
- Build ties with the community, via the review process and at conferences.

- Assist the journal's editorial members with manuscript handling.
- Ensures a timely, ethical editorial workflow
- Communicates daily with editors, authors, reviewers, and editorial assistant regarding the peer review process.
- Promote international and online visibility of the journal.
- Other duties as assigned.