
Call for applications for the Editorial Team for the New Zealand Journal of Educational Studies (*NZJES*)

An official publication of the New Zealand Association for Research in Education the *NZJES* takes a multidisciplinary and interdisciplinary approach, to nurture and promote educational research. This journal presents original reports, critical reviews of educational theory and policy, discussion and commentary on conceptual and methodological issues, research-in-progress reports and more, with the aim of nurturing and promoting educational research.

NZARE is calling for applications for the co-editorship of the *NZJES* with the term spanning 2018-2020 (extendable by negotiation).

The editors will work with the support of Springer Publishers and the *NZJES* Editorial Board to receive and manage journal submissions, steward the review process, communicate with authors, write editorials and coordinate the production of two issues of the journal each year. Co-editorship is a feature of the *NZJES* approach: a team of scholars comprising co-editors (normally two) and a book reviews editor are welcome to submit a single joint application. Support for journal handover will be included in the transition between the existing and new editors team. Some administrative support from Springer and NZARE is available to support the team in their work.

The Editorial Team will be expected to work with the current editors as they compile the second issue of *NZJES* for 2017, and to take responsibility for all editorial tasks in 2018.

Position Descriptions

EDITORS

- Editors are selected after an application process undertaken by a sub-committee of the *NZJES* Editorial Board
- Editors become members of the *NZJES* Editorial Board
- Editors reporting lines are to the Editorial Board through the Chairperson but ultimately to the NZARE Council
- Co-editorship is preferred to manage workloads and keep to timelines
- Editors are appointed for a term of three years but this can be extended with NZARE Council approval
- The Editors undertake (using the Springer electronic editing system) to:
 - Liaise with former or future editors at the beginning or end of their term
 - Receive and manage all submissions (articles and commentaries) for the Journal for their term
 - Recommend a timeline for each issue
 - Make preliminary decisions on suitability for the Journal (they can engage the Editorial Board if they have concerns over a particular submission)
 - Accept or reject submissions on the basis of compliance with the established Criteria for Submissions
 - Select 2-3 blind peer reviewers per article from the Editorial Board, International Advisory Board, NZARE members or other scholars with expertise in the relevant field
 - Communicate with authors on acceptance or rejection, status of submission within review process and probable timeline
 - Communicate with reviewers re expectations, format, timelines

- Tracking and follow up of reviews
 - Select final articles for each issue
 - Prepare an editorial for each issue
 - Compile the table of contents for each issue
 - Arrange for copy editing, proofing and special editing (eg te reo); and for compilation and printing of the issue
 - Keep to production timelines and quality standards
 - Reply to any correspondence to the Editors (or refer to the Board)
 - Forward any complaints, issues or concerns to the Editorial Board to be dealt with through relevant complaints or other procedures
- The Editors attend NZJES Board meetings and report on Journal matters
 - The Editors receive an honorarium, as set by the NZARE Council
 - The editors may claim meeting expenses and other reasonable expenses undertaken
 - Note that NZARE does not pay royalty fees for material from outside sources
 - An editor may attend the annual conference for the purpose of promotion of the journal, some or all expenses may be reimbursed on pre-conference application and approval from NZARE Council.

BOOK REVIEWS EDITOR

- The Book Review Editor becomes a member of the Editorial Board if not already a member
- The Book Review Editor is confirmed by the NZARE Council
- The Book Review Editor works closely with and reports to the Editors in the first instance
- The Book Review Editor attends NZJES Editorial Board meetings
- The Book Review Editors liaises with book publishing companies for copies of relevant books for review
- The Book Review Editors selects the most appropriate books and sends them for review by members of the Editorial Board, International Advisory Board, NZARE members or relevant specialists in the field
- The Book Review Editor in conjunction with the Editors (or Editorial Board, if necessary) determines whether a review is of publishable quality
- The Book Review Editor and Editors determine the number and selection of book reviews per issue

Any questions about applications may be sent to the Board Chair Dr. Alex Gunn (alex.gunn@otago.ac.nz)

Applications:

Should be forwarded by email to: admin@nzare.org.nz

By 5.00 pm on **31 May 2017**

Applications should include:

- A covering letter outlining the ability of the applicants to meet the role and responsibility expectations outlined above;
- Brief curriculum vitae of each person, including details of their publishing and editing experience;
- Names, phone and email contacts of two confidential referees per application.

All applications will be received in confidence, will be considered by a selection committee from the Board of NZJES and a decision confirmed by mid September 2017.

March 2017