Please fill in all of the fields below, giving the WES Recruitment Committee a sense of your experience and interest in editing. Please submit this form accompanied by a 2-page academic CV.

Send your completed form to Tracey Warren and Alison Danforth by **6 April, 17:00 (GMT):** [tracey.warren@nottingham.ac.uk](mailto:tracey.warren@nottingham.ac.uk) and [alison.danforth@britsoc.org.uk](mailto:alison.danforth@britsoc.org.uk)

|  |
| --- |
| Editor Details |

**Please include the name, institutional affiliation, research.**

|  |
| --- |
| Role |

**Please indicate which Editorial Role you would be able and interested in undertaking. (Brief descriptions of roles are provided below in the FAQs.)**

\_\_\_\_ Editor in Chief

\_\_\_\_ Editor

\_\_\_\_ Book Reviews Editor

\_\_\_\_ Debates&Controversies/On the Front Line Editor

\_\_\_\_ Social Media Liaison

\_\_\_\_ Other (please give details of any roles not described above)

|  |
| --- |
| Statement of Interest |

**Please provide a statement of your interest and suitability for Editorship of WES.**

|  |  |
| --- | --- |
| BSA membership: | □ Yes □ No  BSA Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FAQs**

**Q. What are WES Editors essentially required to do?**

A. Editors are expected to undertake a variety of tasks:

* Mange the in-flow of papers to the journal
* Work in accordance with the BSA ethical guidelines, Terms of Reference and the Committee for Publication Ethics standards for best practice in editing
* Commission at least 3 reviews of each paper that is being peer reviewed
* Make decision to accept or reject papers
* Communicate decisions to authors
* Read and review second drafts of accepted papers, and further drafts if thought necessary
* Send papers into the publisher’s production process
* Assign papers to particular editions of the journal
* Support/commission special editions of the journal and work with guest editors
* Work with the editorial and advisory boards
* Report to the biannual editorial board meeting, held at the SAGE offices in London
* Promote the journal nationally and internationally
* Represent the journal at the annual BSA conference
* Engage in social media and other activities to promote the journal
* Keep the journal in good standing with measures such as the Impact Factor and the Chartered Association of Business Schools Journal List.
* Propose and implement strategic developments for the journal in partnership with the BSA and the Editorial Board.

**Q. What level of experience is required to take on the editorship of WES?**

A. The successful Editors will have significant experience with sociological enquiry, including academic and relevant non-academic experience.

The successful Editors will also have experience with editing and peer review. It is crucial that the Editors have significant knowledge and experience of editing a journal: communication with authors, experience making decisions on the basis of peer reviews and knowledge of the field, publishing ethics, etc. Junior editors are most welcome for roles such as book review Editors, but all applicants must have a PhD or equivalent experience.

**Q. Why do Editors have to be based in the UK?**

A. WES is a journal of the British Sociological Association. Engaging with the BSA and being in touch with British sociology is an important aspect so that the journal and Editors can be most effective at bringing British sociology to an international audience and international sociology to a British readership.

**Q. What are you looking for in the expression of interest and CVs?**

A. A sense of the proposed editor, your experience and your interest in editing the journal. Candidates may be invited to submit a full proposal including greater detail about their proposed plans for WES. The Recruitment Committee may invite individuals to connect with other interested Editors to form a team to edit the journal. We hope to identify and encourage editors who will work together to achieve a shared vision for the journal. An information pack will be provided to give more detail about the journal and the information requested.

**Q. What support should I ask my institution to provide to the editorial team?**

A. No institutional support is needed at this stage. For full proposals, a letter indicating support for undertaking the role will be required. Further support required is up to each individual.

Administrative and publishing support will be provided by the BSA and SAGE.

**Q. What forms of support will the BSA provide to editors?**

A. Full details of the support provided will be given in an information guide if candidates are invited to submit a full proposal. Support includes the following:

* Training in the journal’s procedures and using the software of the manuscript submission process.
* On-going administrative and strategic support and advice to manage the submission and production process.
* Reimbursement of costs incurred for miscellaneous activities incurred in running the journal.
* There is also a journal promotion/support fund, held by the BSA, to be drawn upon for a variety of activities relating to the journal – e.g. travel/expenses to conferences involved in promoting the journal.

**Q. How difficult is it to master the software used to manage submission of manuscripts?**

A. The system is user-friendly, intuitive and easy to master and use. Training will be provided for new editors. The basics of the system can be mastered in about 1 hour of training.

**Q. Should specific roles should be included in the Editorial Team – i.e. Book Reviews Editor, International Editor?**

A. Yes, applicants should indicate the role(s) that they are suited and willing to undertake. Roles may include, but are not limited to, the following:

* Editor in Chief – edits research papers, coordinates the Editorial Team, editorial activities and the strategic development of the journal in partnership with the BSA
* Editor – edits research papers and contributes to the strategic development of the journal
* Book Reviews Editor – seeks suitable books and reviewers, edits book reviews, contributes to the vision of the journal; (may also edit research papers)
* Debates & Controversies/On the Front Line Editor: edits all Debates and Controversies, On the Front Line, E-special issue and Research Note submissions; leads strategic development on these types of publications; (may also edit research papers)
* Social Media Liaison: works with the Editors and the BSA Digital Support Assistant to enhance the strategic development of the journal and develop appropriate digital activities for the journal; (may also edit research papers)
* Other: Applicants may propose additional editorial roles appropriate to achieving developmental strategies for the journal; (may also edit research papers)

The number of editors appointed will be able to cover the work of the journal, which receives approximately 400 submissions/year.