



The
International
Journal of
Psychoanalysis

Executive Editor: Job Description

Title: Executive Editor IJP

Reports to: Editor in Chief

Purpose of Job

To provide academic and administrative support to the Editor in Chief (EC) and the Regional and Associate Editors (AE) of the International Journal of Psychoanalysis in the processes of submission, development, assessment and selection of manuscripts. To sustain and contribute to the international peer review processes and editorial policies.

Tasks

1. Editorial

a. Manuscript Processing and Monitoring

The EE will be the central point of contact for authors, reviewers and editors using the Scholar One Manuscripts (S1M) system provided by the publishers and then oversee each manuscript's passage through the system on behalf of the EC.

Manuscripts are submitted online via S1M, mostly in English but also in French, German, Italian, Spanish and Portuguese. The EE will be responsible for ensuring that each submission is complete and will then oversee its subsequent progress through the stages of the processing system and keep track of the overall picture.

Submissions move through stages as follows – (1) awaiting EE check (EE)-> (2) awaiting AE assignment (EC/EE) -> (3) awaiting reader assignment (AE)-> (4) awaiting reader decision (AE) -> (5) awaiting AE recommendation (AE) -> (6) Awaiting EC decision (EC/EE) -> (7) Awaiting EE communication of decision signed by EC.

Movements through stages are generated by the decisions made at each step. The EE will use S1M to view which manuscripts are at each stage and which editor is currently managing them and will monitor their development, prompting and supporting where required.

The EE will help the EC as required in assisting accepted authors with expert editing, copy-editing, bibliographic research, etc.

b. Manuscript Assignment and Assessment

The EE will give a very preliminary reading to all incoming papers (sufficient to establish their topic, basic mode of argument and support and likely issues that will be raised in review) and then work with the EC to assign a suitable AE to each *ms*. The EE will need to become familiar with the agreed principles of evaluation and the differential skills of AE's and reviewers (as well as their likely availability) and to be able to provide the EC and AE's with preliminary suggestions about suitable reviewers. To this end, the EE will need to devise and develop systems for tracking reviewer expertise, capacity and availability. The EE will assist the EC and AE's in drafting the decision letters to authors. An important role of these letters is to communicate to authors the issues or problems that reviewers have identified in an easily comprehensible way.

c. Peer Review, Team Building, Communications and Reporting

The EE will work with the EC and the AE's to develop an international team of reviewers and a database summarising their subject specialities. There are 6-8 Associate Editors, four of whom are "Regional Editors" - whose additional task is to encourage authors and develop peer review abilities in their geographical area.

The EE will work with the EC and the editorial team to develop a set of common guidelines for use by AE's and reviewers and will advise on ways the EC can help reviewers learn from each other. In addition the EE will assist the EC in building relations with the reviewers and AEs internationally. This will include attendance at editorial meetings in London and overseas and the development of understanding and relationships with UK and overseas members of the editorial team.

The EE will develop and construct all editorial reports, including statistical analysis, as required for all Journal Editorial Board meetings, the annual Monitoring and Advisory Board (MAB) report and the Institute Board and will circulate these prior to the relevant meetings.

d. Policy Development and Research

The EE will work with the EC and Editorial Board (principally comprising the AE's) to reflect on the journal content and mission and to consider and support new ideas, such as helping to design reviewer or author workshops and discussions in person or over the Internet. The EE will also work to stay abreast of works published in other psychoanalytic journals and also major medical publications. The EE will attend meetings with the EC and the publishers, liaise when required, and stay aware of broader journal publishing developments – for example legal and ethical issues – bringing these to the attention of the EC as necessary.

5. Administration

Undertake routine administration and PA functions for the EC and AE's in support of their Journal roles, including diary-keeping, creating reminder systems, filing, helping AE's whose mother tongue is not English when their letters require some editing, etc. Other tasks might include assistance managing translations, support for the Book, Film and other specialist editors, setting up meetings, communicating with reviewers and authors and assisting the EC and AE's with expense claims. In addition the

Institute Finance Department needs to be informed about the number of papers processed by each AE and papers reviewed by reviewers in order to calculate annual honoraria.

Act as Secretary to the College of the IJPA. This requires liaising with the College Executive to refresh the membership based on a scheme devised by them and ensuring the IJP website shows the current membership. The Secretary also administers all arrangements for the election and appointment of the College Executive (every 3 years) and appointment of editors by the College (every 5 years).

6. General

- a. The EE will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the EC.
- b. As required, the EE will meet with the EC and the London-based Regional Editor in their home or consulting room.

Terms and Conditions

1. Location. The position will be based in the offices of the Institute of Psychoanalysis.
2. Tenure and hours. Contract of employment with the Institute of Psychoanalysis. Full time, 36.5 hours per week – Flexible but core hours 10.30 to 18.30 Monday to Thursday and to 18.00 on Friday. Evening / weekend work will sometimes be required; time off will be given in lieu.
3. Salary. Equivalent to Grade 7 University salary scale, dependent on experience (currently £31,778 - £38,441, plus LW £2,795).
4. Pension. 12.5% (non contributory) of salary either with Institute Stakeholder scheme or own SIPP pension.
5. Holiday. 27 days per calendar year excluding Bank Holidays.
6. Travel. Full reimbursement of local travel costs incurred on journal business. Foreign travel at economy class with daily subsistence rate.
7. University Link. The post holder will, if they so wish, be appointed to an honorary position appropriate to their qualifications within the Psychoanalysis Unit at UCL.