



2016

# Call for Editors & Reviewers for 2016–2017

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# *21st Century Social Justice*

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*Fordham University*  
*Graduate School of Social Service*

*Editor-in-Chief:* James Amarante  
*E-mail:* jamarante1@fordham.edu

## **Prospective Applications :**

To apply for a position on the *Editorial Board* for the *2016–2017* academic year, please contact the Editor-in-Chief, James Amarante. Attach your resume and indicate the position in which you are interested.

*Ideal candidates* will have experience in Microsoft Word, social sciences research, writing in the social sciences, and copyediting APA-style manuscripts.

## **Editorial Board Job Descriptions**

### **Editor-in-Chief**

- Facilitates Editorial Board Meetings
- Create agenda for all Editorial Board Meetings
- Recruit faculty to establish a journal Faculty Advisory Board
- Maintain communication with Advisors and Editorial Board
- Provides leadership and direction for the Editorial Board
- Works with Advisory and Editorial Boards to ensure journal sustainability
- Oversees journal development
- Coordinates Editorial Board application process
- Oversees journal marketing and outreach, and manages journal finances if applicable
- Oversees journal board training
- Assign editors and reviewers for manuscript submissions
- Manage Associate Editors
- Manage publishing workflow
- Format manuscripts for publication after reviewed and edited by Editorial Board
- Utilizes knowledge of APA manual for editing techniques

### **Managing Editor**

- Draft minutes for all Editorial Board Meetings
- Maintains communication with the Editor-in-Chief
- Works with Editorial Board to encourage article submissions among students, alumni and professionals in social work and related fields
- Works with Editorial Board to recruit editorial board members and reviewers for the next academic year to ensure journal sustainability
- Oversees the peer review process
  - Works with associate editors to ensure review comments are incorporated into articles during the editing phases
  - Manages reviewers and ensures that reviewer comments are appropriate
  - Maintains the blind review process (i.e., confidentiality between reviewers and authors)
- Utilizes knowledge of APA manual for editing techniques

### *Associate Editors*

- Maintains communication with the Managing Editor
- Reviews content articles as assigned and consults with the Managing Editor during the review process
- Has knowledge of the APA manual for editing and proper in-text and reference citations
- Has knowledge of basic grammar for editing
- Works with the Editor to ensure reviewer comments are compiled and final edits completed
- Works with the Editor on other journal-related projects as determined by the interest of the Editor-in-Chief
- Maintains the blind review process (i.e., confidentiality between reviewers and authors)
- Works with Editorial Board to encourage article submissions among students, alumni and professionals in social work and related fields
- Works with Editorial Board to recruit editorial board members and reviewers for the next academic year to ensure journal sustainability

### *Reviewers*

- Reviews content articles as assigned for the following criteria:
  - Relevance to the field of social work
  - Content significance in social work
  - If research study: quality of research methods and project design
  - Quality of writing
  - Adequacy of Resource/Referencing
- Consults with Editors during the review process

***Please contact the Editor-in-Chief if you have any questions.***