

Editor-in-Chief Roles and Responsibilities

Position Title: Editor-in-Chief, *Asian Journal of Social Psychology*

Term of Position: 3 Years

The *Asian Journal of Social Psychology* is seeking nominations (including self-nominations) for its next Editor-in-Chief, whose term will begin in 2018 and last for 3 years. Nominations or inquiries should be directed to Professor Sikhung Ng (Email: ng5566@netvigator.com), Professor James Liu (Email: j.h.liu@massey.ac.nz) or Professor Colleen Ward (Email: Colleen.ward@vuw.ac.nz). The search process will continue until the nominee is approved by AASP, but not earlier than 30 September, 2017.

Context

The mission of AASP (The Asian Association of Social Psychology), which the Editor will uphold, is to “provide scholars in Asia and the Pacific with a collaborative forum for the discussion, promotion, capabilities building, and publication of their research. It promotes research on Asian traditions, philosophies, and ideas that have scientific merit and practical applications, and expands the boundary, substance, and direction of social psychology by supplementing and integrating Western psychology’s focus on intra-individual processes with a broader and more holistic view from culture and society”.

As the flagship journal of AASP, *Asian Journal of Social Psychology* had a 2015 Impact Factor of 1.261, and had an IF=1.0 with 98,712 downloads in 2016. On average, the journal receives 300 submissions a year, and publishes about 33 articles in four issues. The Editor-in-Chief typically screens these for quality control and assigns them to Associate Editors for actioning the review process. At the request of the Editor-in-Chief, AASP will consider a Co-Editor-in-Chief to share duties (for greater efficiency and effectiveness). AASP provides a stipend of up to \$10,000 USD/annum for the Editor-in-Chief(s), which may be shared with Associate Editors. The EiC(s) will have access to AASP’s publisher (Wiley-Blackwell) for technical support in managing the Journal’s online submission platform ScholarOne. The Journal’s Senior Editor(s) will provide advice on request.

Primary Objectives

The Editor-in-Chief is responsible for:

- Guiding the overall strategic direction of the journal, in consultation with the Association and the Publisher
- Implementing and applying the editorial policies of the journal
- Appointing Associate Editors (AEs), and providing them overall direction in handling submissions to the journal (currently there are 12 AEs)
- Working with AEs to recruit and engage members of the Editorial Board to solicit suitable contributions to the journal and undertake timely review of manuscripts
- Maintaining a high level of quality in the manuscript review and journal editing process, and strategizing with AASP to improve journal impact
- Ensuring appropriate and timely communication is provided to authors

Key responsibilities

Journal development and submissions

- In consultation with the APS and the Publisher identify and implement strategies to
 - Ensure the continued development of the journal with a focus on the readership
 - Increase citations and the impact factor of the journal
 - Increase the number of quality manuscripts being submitted to the journal
 - Establish policies for authorship and submission as outlined in the instructions for authors
- Represent and actively promote the journal amongst colleagues and at conferences in order to generate submissions to the journal
- Encourage the Associate Editors to actively solicit suitable manuscripts for the journal to ensure adequate copy is available for each issue
- Screen all manuscripts submitted for publication to ensure they meet the aims and scope of the journal and are appropriate for proceeding to peer review. This includes providing desktop rejections for unsuitable submissions.

Manuscript review

- Allocate relevant contributions to Associate Editors to ensure manuscripts are reviewed by at least two persons with appropriate qualifications and experience in the nature of the research.
- Monitor the quality and timeliness of the peer review process and adherence to review guidelines
- Undertake the review of manuscripts in situations where the review process has been delayed
- Take appropriate action should a manuscript be found to be plagiarized.
- Make a final decision on acceptability of manuscripts for publication taking into account the Associate Editor's and/or Review Board member's recommendation
- Provide detailed comments to authors about their research and paper following the review process and whether their contribution has been accepted
- Maintain the integrity and confidentiality of the author's work during the peer review process

Production and content

- Liaise with the Association, the Publisher, Associate Editors and members of the Editorial Board regarding the status of the production of the journal and plans for forthcoming issues
- Determine the ongoing editorial content of the journal including the subject matter, types of articles and the order and accuracy of what is published
- Ensure all contributions accepted for publication conform to the Author Guidelines
- Check page proofs of papers that have been prepared by the Publisher and notify the Publisher of any necessary amendments.
- Ensure the development and selection of content for the journal is in line with those standards set by the Association
- Ensure the content of papers meets appropriate ethical guidelines.

General

- In consultation with the Association, identify and appoint members of the journal's Editorial Board and manage ongoing performance of this team.
- Mentor new members of the editorial team
- Adhere to ongoing journal reporting obligations as determined by the Association Board

- Attend journal management meetings as required either in person or via teleconference.

Key Selection Criteria

Essential

- PhD and minimum five years postdoctoral research experience
- Demonstrated record of research, scholarship and publication at a national and international level
- Demonstrated record of contribution to the peer review process
- Demonstrated ability to lead a team of people
- Demonstrated strong written and verbal communications skills
- Demonstrated ability to deliver key outcomes within a required time frame
- Demonstrated interpersonal skills and ability to establish and maintain working relationships with key stakeholders (including the editorial team, especially Associate Editors and the wider stakeholder group).

Desirable

- Previous Editorial Board experience

Performance Deliverables

- Attend journal management meetings as required either in person or via teleconference
- Evaluate all new manuscripts within 5 days of assignment for peer review or immediate decision
- Average time to first decision of 39-64 days in recent years, try to maintain quick turnaround time.