

Role Description | JEPS Team Member

<i>Team</i>		Journal of European Psychology Students (JEPS)
<i>Accountable to</i>		JEPS Coordinator, Junior Coordinator, Academic Affairs Officer

Purpose of the Role

- Having a role of the JEPS Editor
- Coordinating the review and publishing process, contributing to the development of the Journal as well as participating in other projects the Editorial Team is involved in

Main Responsibilities

- To coordinate the review process of assigned manuscripts
- To contribute to designated projects the Editorial Team engages in

Tasks

- Performing technical reviews of manuscripts (checking for APA deviations) and performing the layout editing
- Coordinating and monitoring the review process of assigned manuscripts (fit to the deadlines, accordance with the quality set by the Journal, etc.)
- Communicating with Associate Editors, Reviewers, Copy-Editors, and authors (e.g., during the first technical review and proofreading) to ensure a smooth review process
- Contributing to the development of the Journal, the JEPS Bulletin, and other ongoing JEPS projects (EFPSA Research Program, JEPS Ambassadors, Open Science initiatives)
- Promote the journal and the JEPS Bulletin on social media and at academic events or your own university; finding new Associate Editors Reviewers, Copy-Editors (if necessary)
- Participating in online meetings and written communication

Requirements

- Strong command of the English language
- Interest in research and scientific publishing
- Diligent work ethics (time-management & communication skills)

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact please contact the current JEPS Coordinator on journal@efpsa.org.