

Role Description | Editor *

Team | Journal of European Psychology Students (JEPS)

Accountable to | Academic Affairs Officer and JEPS Editor-in-Chief and Senior Editor*

Purpose of the Role

- Coordinating the review and publishing process, contributing to the development of the Journal as well as participating in other projects in which the Editorial Team is involved

Main Responsibilities

- Coordinate the review process of assigned manuscripts
- Contribute to designated projects in which the Editorial Team engages

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
- Participating in online meetings and written communication

Next to the core editorial responsibilities, JEPS Editors are expected to contribute to any of the following specific responsibilities:

- *Promotion*: engaging in increasing the visibility of JEPS via social media and other promotional efforts
- *Educational Blog* ([JEPS Bulletin](#)): write or invite educational blog posts, coordinate the web management
- *Reproducibility / Methods*: Review code, data and materials submitted alongside manuscripts to ensure compliance with our Open Science policies.
- *Open Science*: engage in the promotion of open science by partaking in related conferences, connecting to other open science initiatives, etc.
- *JEPS Ambassadors*: coordinate an [educational campaign](#) about student research, the scientific process, and open science

- *Research Programme:* collaborate with the EFPSA's Research Programme on how to provide guidance to the teams, especially related to the review process of the associated Registered Reports

Requirements

- Strong command of the English language
- Interest in psychological research and scientific publishing, acquired research skills
- 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 the current JEPS Editor-in-Chief * on journal@efpsa.org .

** Please note that this is pending approval by the March e-voting, 2021*