

Role Description | Journal of European Psychology Students Associate Editor

Tasks of Associate Editors

The main tasks and responsibilities of Associate Editors in JEPS are to review manuscripts (max. three at a time) as well as to oversee the content review process.

As an Associate Editor, you will:

1. Perform reviews of assigned manuscripts.
2. Invite at least two Reviewers with matching research backgrounds to review assigned manuscripts:
 - a. by using the established JEPS Board of Reviewers, or
 - b. by contacting potential external Reviewers independently.
3. After receiving review comments from the Reviewers, merge the reviews to one consistent and helpful review and make a recommendation for the manuscript: Accept Submission, Revisions Required, Resubmit for Review, Decline Submission.
4. Communicate with the Reviewers, the authors and the JEPS Editorial Team during the reviewing and revision process. The feedback provided to the author should include strengths and short comings of the work, and it should be as constructive as possible.
5. Assist the JEPS Editorial Team with maintaining and further improving the journal's policy and quality standards.

(This translates to a workload of, on average, less than 2 hours per week.)

JEPS Publication Policy

JEPS aims to provide psychology students with the opportunity to gain crucial skills in professional research in psychology, as well as to present them with the necessary means to disseminate their findings to their peers in the psychological academic community. Submissions correspond to one of the following article types:

- **Research articles:** Research articles are reports of research in which hypotheses are tested by analysing data. Reported research must follow the scientific method. Research articles may include quantitative or qualitative investigations. They should contain introduction, methods, results, discussion, and conclusion sections conforming to standard scientific reporting style.
- **Literature reviews:** Literature reviews summarise critical points of current knowledge on a particular topic by evaluating previously published material. Literature reviews define a problem, summarise previous investigations and suggest next steps in solving the problem. Meta-analyses are a type of literature review.
- **Registered Reports:** Registered Reports allow authors to lay out the planned methods and statistical analyses of their empirical work, prior to data collection. If there is sufficient merit to the planned study, the authors are guaranteed in-principle acceptance.

In addition, JEPS strongly encourages the idea of replication studies. With this in mind, we also accept replication reports and registered replication reports.

In most cases, authors who submit to JEPS have never submitted research to an academic journal before. In fact, many students do not have experience in research prior to conducting the work they submit. As such, the publication criteria in JEPS emphasise sound research over originality.

In brief, we are publishing student work of high methodological quality, so Associate Editors should not be lenient in their review. Our review process is of high standards, taking a professional viewpoint that the authors (students) could benefit from.

The recommendation for publication (regardless of the final decision) should be encouraging and stimulating further work that will help the authors develop their scientific thinking and writing skills.

Overview of the Review Process

The general review process of JEPS includes three phases (see Figure 1). Once a manuscript has been submitted to the journal, it is assigned to a member of the JEPS Editorial Team (an Editor) who oversees it throughout the entire publication process. The Editor starts by initiating the technical review phase (Phase 1). During the technical review, the Editor verifies that the manuscript strictly adheres to the JEPS submission guidelines, and the manuscript is checked for plagiarism.

Once a manuscript is ready for content review (Phase 2), the Editor assigns it to a member of the Board of Associate Editors. The Associate Editor then assigns the manuscript to at least two Reviewers, reviews it himself/herself, and makes an editorial decision based on the recommendations of the Reviewers together with his/her own review. The possible outcomes after the Phase 2 are:

- (In-principle) accepted. Accepted Manuscripts will receive an in principle acceptance (IPA), indicating that the article will be published pending successful completion of the study according to the exact methods and analytic procedures outlined, as well as a defensible and evidence-bound interpretation of the results.
- Revisions required.
- Rejected.

In addition to determining the editorial decision, the Associate Editor provides extensive feedback to the authors and, if the manuscript is accepted for publication with modifications (i.e., Revisions Required), ensures that the requested modifications are made by the authors before approving it for publication.

When the manuscript is accepted for publication, it is ready for Phase 3, which consists of Copy Editing, Layout Editing and Proofreading, in which Associate Editors are not involved any more.

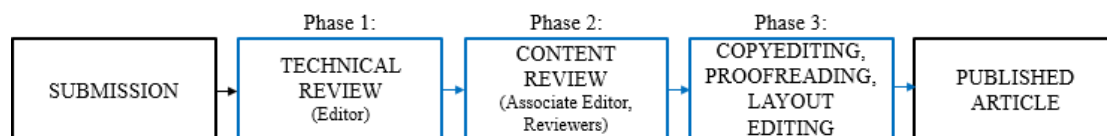


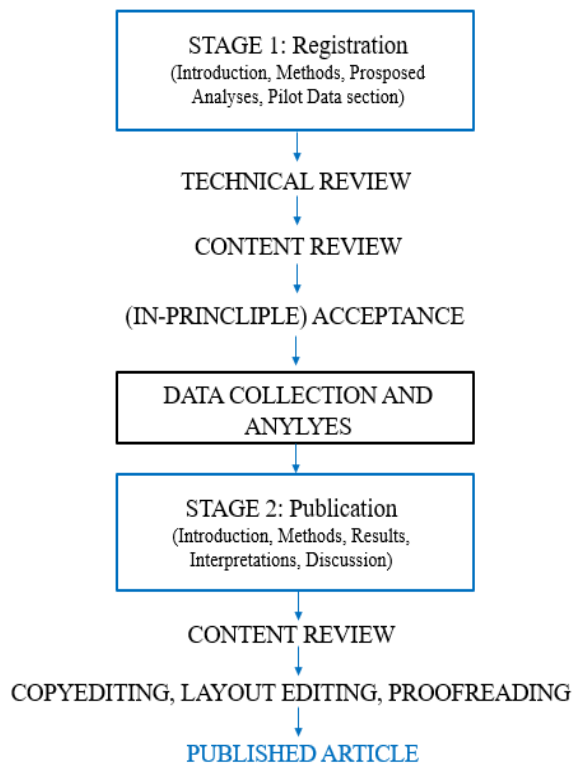
Figure 1. The general overview of the review process.

Review Process for Registered Reports

In comparison to the general review process, the review process of Registered Reports consists of a two stages (see Figure 2). Stage 1 manuscripts will include only an Introduction, Methods (including proposed analyses), and Pilot Data section (where applicable). In Stage 1, the study proposal is peer-reviewed prior to data collection. This review follows the basic review process described above—the technical review (performed by the JEPS Editorial Team) and the content review (performed by the Associate Editors and the Reviewers). After the completion of these the first two Phases, the editorial decision and the feedbacks are provided to the authors by the Associate Editor.

After the manuscript is (in-principle) accepted, the authors will collect and analyse their data and submit the full paper (including the results and discussion sections). The full paper then undergoes the final review or Stage 2, where reviewers (i.e., Associate Editors and Reviewers) assess (a) the quality of the collected data in order to test the proposed hypotheses, (b) the quality of analyses, and (c) the quality of interpretations.

Lastly, the Registered Report goes through Phase 3 of the general review process



(Copy Editing, Layout Editing and Proofreading) in which Associate Editors are not involved any more. The final publication of Registered Reports will look like any other article published in our journal, with the exception that the final paper will contain the study proposal in the supplementary material.

Figure 2. The overview of the review process for Registered Reports.