Position Description

Editor-in-Chief, Journal of the Society for Social Work and Research

The Society for Social Work and Research (SSWR) is conducting a search for a new editor-in-chief of the Journal of the Society for Social Work and Research (JSSWR). JSSWR is a peer-reviewed publication dedicated to presenting innovative, rigorous research on social problems, intervention programs, and public policies. By creating a venue for the timely dissemination of empirical findings and advances in research methods, JSSWR seeks to strengthen the rigor of social work research and to advance knowledge in social work and allied professions and disciplines. Special emphasis is placed on publishing findings on the effectiveness of social and health services, including original studies and systematic reviews. JSSWR publishes an array of perspectives, approaches to research, and types of analyses that advance social work knowledge.

Position within SSWR Governance Structure: The editor-in-chief (hereafter, editor) of JSSWR reports directly to the Committee on Publications, and, through this committee, to the SSWR Board of Directors. The editor is an ex-officio member of the Committee on Publications.

Societal Membership Requirement: The individual must be, or must become, a full member of SSWR.

Qualifications: The candidate will have editorial experience or extensive experience with the scientific manuscript review process. A prospective editor will be an effective, vigilant and conscientious manager of the scholarly peer-review process who is able to oversee an editorial office, hiring and supporting skilled personnel, and monitoring journal budgets. The candidate should be a highly respected scientist with broad expertise in social work research and/or applied social/behavioral science research and a commitment to the highest standards of scientific evidence. Competitive candidates will be affiliated with an institution willing and prepared to offer support for the Journal’s operations (e.g., space, release time).

Duties and Responsibilities: The editor-in-chief has four primary areas of responsibility.

1. Communicating with the SSWR board and the Committee on Publications in regards to the financial, editorial, and ethical functioning of the journal. This includes serving as an ex-officio member of the Committee on Publications, the preparation of an annual report for review by the SSWR Board of Directors, and adherence to the Committee on Publication Ethics (COPE) guidelines (http://publicationethics.org).

2. Promoting JSSWR in the social work academic community and to relevant interdisciplinary and inter-professional audiences, including publicizing the standing and the prestige of publishing in JSSWR and encouraging authors to submit manuscripts to JSSWR. Implementing journal procedures that are sound, fair, and expeditious is essential in supporting the standing of JSSWR. The development of a fair and timely peer-review process will involve working with the University of Chicago Press (JSSWR publisher) to maximize the efficiency of the Editorial Management system.
3. Overseeing and supporting the work of the managing editor, associate editors, and reviewers. The editor will supervise a managing editor whose responsibilities include: copy editing, corresponding with authors, designating issue layout, proofing article galleys and final proof pages for each issue, and, in conjunction with the University of Chicago Press, overseeing website management and monitoring journal indexing. The editor will also enlist a high-quality editorial review board and, as appropriate, associate editors. Oversight will include matching associate editors to manuscripts or special issues in their areas of expertise and supervising and supporting guest editors.

4. Overseeing the day-to-day operations of *JSSWR*, including evaluating recommendations of peer reviewers, providing authors with guidance in responding to reviews, and coordinating correspondence to facilitate a steady stream of high-quality accepted manuscripts for publication. Much of this work will take place in collaboration with the University of Chicago Press, including managing electronic manuscript submission, peer review process copy editing, and publication.

The editor has wide latitude in proposing new editorial and decision-making structures to the Committee on Publications. For example, duties concerning assignment of reviews and editorial decisions may be shared with designated associate editors. Nevertheless, editorship will require a significant commitment of time and energy to ensure the journal’s continued success and increasing impact in the field.

The typical term of office is 4-5 years,

**Financial Considerations:** An annual honorarium for the editor-in-chief is available to support the position. SSWR directly funds and engages the managing editor.