

Wiley invites individuals to apply for the position of

***Associate Editor
Child & Family Social Work***

Child & Family Social Work is an international, peer-reviewed journal. It provides a forum where researchers, practitioners, policy-makers and managers in the field exchange knowledge, increase understanding and develop notions of good practice. In its promotion of research and practice, which is both disciplined and articulate, the Journal is dedicated to advancing the wellbeing and welfare of children and their families throughout the world.

Child & Family Social Work publishes original and distinguished contributions on matters of research, theory, policy and practice in the field of social work with children and their families. The Journal gives international definition to the discipline and practice of child and family social work.

The Journal is published in four issues per annum, with occasional special issues. The Editor is Dr Antonio Garcia, College of Social Work, University of Kentucky, US.

The ideal candidate will have:

- **Broad knowledge of research and practice related to social work with children and families**
- **Good track record of publications and presentations at conferences**
- **International recognition for his/her work**
- **Extensive international network of contacts**
- **Considerable experience as a high quality reviewer, including use of electronic submission systems**
- **Editorial board experience**
- **Sound judgement about the conduct of diverse forms of research**
- **Excellent written and verbal communication**
- **Ability to work to tight deadlines**

ASSOCIATE EDITOR'S JOB DESCRIPTION

Manuscript Management

Assisting the Editor with:

- Encouraging submissions to *Child & Family Social Work*
- Reviewing papers
- Ensuring submissions to *Child & Family Social Work* are reviewed by appropriately qualified and experienced persons
- Communicating promptly in a clear, appropriately critical and constructive manner with authors to reject manuscripts or to request revision in response to referees' reports and editorial comments
- Advising the Editor on which papers might be accepted for publication
- Ensuring that copy is prepared to the standards required by the Journal and the Publisher

General

- Keeping in regular communication with the Editor-in-Chief regarding copy flow and other relevant matters
- Advising on the publishing policy of the Journal
- Participating in Editorial Board discussions via email or other electronic means

Strategy

- Working with the Editor-in-Chief and the Publisher to plan a strategy for the development of the journal. Ensuring that the journal fulfils its aims and remains useful and relevant to its users by following trends in the subject area
- Assisting that Editor-in-Chief and Publisher in promoting the journal by advising on publicity and promoting the Journal wherever possible through contacts and conferences attended

For an informal discussion about the post, please contact Dr. Antonio Garcia

(Antonio.Garcia@uky.edu)

Applicants should send a covering letter, curriculum vitae, and a one page summary of how you would assist the Editor-in-Chief in pursuing the following objectives:

- Encouraging and growing high quality submissions
- Securing high quality reviewers
- Ensuring that the Journal remains useful and relevant to users
- Raising the Journal's profile to an increasingly digital readership

Applications should be sent by email to:

Francesca Halstead
Senior Journals Publishing Manager
Wiley
fhalstead@wiley.com

Deadline for receipt of applications is Sunday 31st May 2020. Interviews will be held by telephone or Skype, in June 2020