



## Social Policy & Administration

### Regional and Special Issues Consultant Editor

The role of Consultant Editor would involve the delivery of the following for each volume on an annual basis:

Two regional issues (approximately 6 papers and a brief editorial introduction, with or without book reviews)

One special/book issue (approximately 9 papers and an editorial introduction)

This would involve:

1. Identifying areas/topics of interest in Social Policy and appointing suitable guest editors (which can include you as Consultant Editor). You must have the ability to arrive at suitable nominations at least one year in advance of relevant copy delivery dates to fit with Publisher schedules and for members of the Board to approve at the annual meeting in July.
2. Liaising, as necessary, with the Editor (Regular Issues) over such ongoing items as the sharing of page budgets; and with the Reviews Editor (together with the relevant guest editor) over the availability and suitability of books for review in particular regional issues.
3. Ongoing consultation with approved guest editors, as necessary, to ensure the delivery of appropriate copy at the appropriate time. This applies particularly to:
  - Choice of contributors/topics to be covered;
  - Agreeing draft delivery dates and following these up;
  - Ensuring papers are all suitably refereed;
  - Advising authors on revision;
  - Consulting with guest editor on editorial introductions;
  - Final editing of revised papers;
  - Copy of ELF (Exclusive Licence to Publish form) to guest editor for delivery to each author and then to Blackwell;
  - Final delivery of complete copy (including preliminary pages) on time to copy editor and Blackwell;
  - Ensure editor(s) and authors return their corrected proofs on time to the copy editor.

This position would be for a minimum of three years. During that time the Consultant Editor will be a member of the editorial board which meets once a year.

An honorarium is attached to this position.

Please send a covering letter stating your suitability and brief CV to the chair of the board, Professor Ruth Lister at [M.R.Lister@lboro.ac.uk](mailto:M.R.Lister@lboro.ac.uk) or Department of Social Sciences, Loughborough University, Loughborough, Leicestershire, LE11 3TU.

The deadline for applications is March 31<sup>st</sup> 2007