

The journal *Writing & Pedagogy* is inviting applications for the following opening: Editor-in-Chief (or Co-editors) of the journal.

Writing & Pedagogy is published by Equinox and was founded in 2009 by Martha Pennington (SOAS and Birkbeck College, University of London). The incumbent, Rodney Jones (University of Reading), has held the post since 2015. The journal currently publishes 3 issues per volume year. It is the only single scholarly journal to offer an international forum for research on and debates about writing and pedagogy at all educational levels in both first and second language environments. More information may be found here <https://journal.equinoxpub.com/WAP/index>

The position may be filled by an individual or by co-editors (who should apply jointly). The position is initially for a three-year term which starts immediately and may be renewed as agreed. The position is supported by an editorial assistant provided by Equinox. There are also Section Editors responsible for reviews, research reports, etc. A small honorarium will be paid annually upon completion of each volume year.

Job description

Routine:

- Working with the editorial assistant (supplied by Equinox) to allocate incoming articles for review
- Deciding whether or not to send to review
- Identifying and communicating with expert reviewers for submissions
- Writing decision letters based on reviewers' feedback
- Working with the editorial assistant to allocate papers to issues
- Liaising with the Section Editors and Publisher about upcoming special issues and strategy
- Receiving, reviewing and giving final approval of page proofs for publications
- Liaising with the Editorial Board

Strategic:

- Inviting papers / special issues or responding to requests about them
- Promoting the journal on lists, at conferences, and so on,

Selection criteria

- Considerable knowledge of and experience in the field
- Considerable experience with research and journal processes (may have served in an editorial role previously)
- Other experience which would be valuable to the post (e.g. editorial board member)
- Strong organizational skills, ability to manage projects, timeliness
- Strong communication and interpersonal skills; ability to work with others
- An understanding of the aims of the journal
- A compelling vision for the journal's future

Interested candidates should send their CV and a statement of interest in the position by June 15th with "Editorship of *Writing & Pedagogy*" as the subject header. **Potential Co-editors should apply jointly.**

Please send to Janet Joyce (Managing Director, Equinox Publishing) jjoyce@equinoxpub.com