



SFU Educational Review

Posted: January 24, 2019

Position: Invited Issue Editor for Special Issues

SFU Ed Review Journal publishes 1-2 general issues and one Special Issue every year to highlight areas of interest in the field. These areas can be emerging fields of knowledge and research in the field of education or areas of focus aligned with interests at the time. The journal issues are managed by the Associate Editor for SFU Ed Review Journal with the support of the Editorial team including the Publishing Editor, Managing Editor, Editor-in-Chief and Invited Issue Editors, in the case of the publication of Special Issues.

The Invited Issue Editor reports directly to the Associate Editor. Invited Issue Editors are expected to serve as an extension of the Associate Editor and the Journal itself, and their professional engagement is expected through every step of the planning and development of their issue to ensure timely publication. Invited Issue Editors are expected to respond to all communication from the Editorial team in a timely manner and should inform the Editorial team promptly of any unforeseen events that may cause delays in executing their assigned tasks or interfere with their ability to fulfill their duties as required.

Responsibilities and Accountabilities:

The main responsibilities and accountabilities of the Invited Issue Editor are to ensure the special issue is published on time and adheres to the standards of the journal's publication process. The Invited Issue Editor works collaboratively with the Associate Editor and is responsible for: writing the call for submission, commissioning articles through contacting potential authors and reviewers for the special issue, working closely with the Associate Editor to ensure content is accurate and reading and evaluating whether submissions are suitable for the special issue. The candidate for this position is self-motivated and self-driven and manages time efficiently and independently. Invited Editors should have the following:

- a. Graduate students in the field of Education with expertise that closely align with the topic for the special issue,
- b. Collaborates with professionalism with the Associate Editor to research and plan for the topic in the special issue,
- c. Write and edit pieces,

- d. Is knowledgeable to evaluate content within the area of interest, and ensuring that all papers meet the expectations of the issue theme
- e. Suggest possible sources and improvements for the pieces,
- f. Utilize common social media platforms such as Facebook, Instagram, LinkedIn etc to promote and draw attention to articles,
- g. Familiar with a double-blinded peer-review process,
- h. Upholds professionalism, which includes confidentiality between reviewers and authors,
- i. Provide support to the entire editorial team during publication of articles as needed, and
- j. must agree to a team code of conduct to maintain a safe, respectful and conflict-free space to promote discussions.

Invited Issue editors are expected to attend some team meetings and commitment of time is **most crucial towards publication times (SFU Ed Review publishes in June and November every year)**. Candidates must be willing to commit to 6-months - 1 year for this position.

This is a volunteer position; however a stipend will be offered (Stipend is dependent on allocation of budget funds).

Please email a short letter of intent outlining your area of expertise and interest in publishing a special issue for the journal to sfuedr@sfu.ca. Address letters to the Editor-in-Chief by March 30, 2019 4:30pm PST.