

## **Journal of Humanitarian Affairs – Managing Editor**

### **Applications are invited from HCRI PhD students.**

The Journal of Humanitarian Affairs is looking for a Managing Editor, based at the University of Manchester, to take up the following tasks (see job description below). Inquiries and applications (a short letter plus CV) can be sent to Professor Bertrand Taithe at [bertrand.taithe@manchester.ac.uk](mailto:bertrand.taithe@manchester.ac.uk) with CC to Adele Aubrey at [adele.aubrey@manchester.ac.uk](mailto:adele.aubrey@manchester.ac.uk).

The commitment is for minimum of **2 years** commencing January 2021, with a handover with the current Managing Editor in December 2020.

For information about the journal, see <https://manchesteruniversitypress.co.uk/journals/journal-humanitarian-affairs/>

### *Job Description*

- As managing editor of the JHA, you are in charge of convening regular editor group meetings, facilitating and leading them, and taking bullet point minutes.
- You set up and facilitate the annual advisory board meeting.
- You liaise with, support and coordinate editorial board members regarding any questions about deadlines, review process, and state of submissions.
- You keep overview of the publication process of issues and their production deadlines, while ensuring articles go successfully through whole review and production process working with Manchester University Press.
- You do a minor lay-out check on submitted articles, check that the articles are anonymous, make sure authors use the journal's referencing style for endnotes and bibliography, and follow up their abstracts, author agreements, short bios and contact details.
- You are the primary contact for potential and existing authors, reviewers, and our publisher.
- The submission and refereeing process is done through Manuscript Central/ScholarOne, an online peer review system.

Your stipend will be £2000 p.a. payable through a £500 claim quarterly.

**Deadline for applications: midnight 4<sup>th</sup> December 2020**

**Interviews will take place via Zoom commencing 8<sup>th</sup> December 2020**