

Role Description | JEPS Team Member

Team | Journal of European Psychology Students (JEPS)
Accountable to | JEPS Coordinator

Purpose of the Role

- Contributing to the coordination of the review process, and the development of the journal

Main Responsibilities

- To oversee the review process of assigned manuscripts

Tasks

- Performing technical reviews of manuscripts (e.g. checking for APA deviations) and suggesting the appropriate Associate Editors to assign
- Monitoring the review process of assigned manuscripts (e.g. fit to the deadlines, accordance to the quality set by the journal, etc.)
- Recruiting reviewers to the scientific board (when necessary)
- Communicating with AEs, reviewers and authors (e.g., during first technical review and proofreading) to ensure a smooth review process
- Contributing to discussions regarding the development of the journal and the bulletin (JEPS blog)
- Helping promoting the journal and the bulletin online
- Participating in the online meetings, emails and/or Podio threads

Requirements

- A strong command of the English language
- Interest in research and scientific publishing
- Time-management skills

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact please contact the current JEPS Coordinator on journal@efpsa.org.