
JOURNAL OF SOCIAL WORK PRACTICE

CALL FOR CO-EDITORS

Applications are invited for the post of co-editor for the *Journal of Social Work Practice*.



We are looking to recruit two new co-editors, to start September 2019, subject to negotiation.

The main tasks undertaken by the two co-editors involve receiving and processing contributions for the journal through peer review, communicating with authors and peer reviewers throughout this process and arriving at final decisions on publication via the online submission system ScholarOne Manuscripts™. In addition, the co-editor will be expected to contribute with others to the development of an editorial strategy for the journal and be involved in representing the *Journal* at conferences and elsewhere. A key feature of this work

involves liaising with the Publishers, Editorial Board, International Editors and Panel of Assessors and attending to other aspects of journal maintenance.

Applications are invited from candidates with some experience of academic writing, journal publishing and peer review processes and experience of working as a supportive and collaborative team member. The post is for three years but can be extended for a further three years.

Further details about the Journal, a full Job Description and Personal Specification are provided below.

Application: A brief, two-page CV and a covering letter in support of your application and the contact details for two referees should be emailed to: Stephen Marsden at info@gaps.org.uk

The closing date for applications is 31st May 2019

Interviews will be held in London on Friday 12th July 2019

For an informal conversation, please contact Juliet Koprowska at juliet.koprowska@york.ac.uk or Gillian Ruch at G.Ruch@sussex.ac.uk.



ABOUT THE JOURNAL OF SOCIAL WORK PRACTICE



The journal promotes the use of psychodynamic and systemic perspectives to explore and explain social work practice and relationship-based practice. It publishes papers based on empirical research, theory and practice experience from the UK and around the world, all of which are anonymously reviewed by two peer reviewers. The journal aims to support and enliven practitioners and academics alike through deep and thoughtful exploration of matters relevant to contemporary practice. As the title suggests, social work is a prime focus. However, papers discussing allied fields of interpersonal help and the organisational and policy contexts that influence practice are also welcome, as are articles offering critical analysis of psychodynamic and systemic theory in the light of other explanatory frameworks. Contributions from practitioners are especially welcome, either in the form of full-length articles or as shorter pieces in the Voices from Practice section. The journal embraces social work values and seeks to represent diverse and intercultural perspectives.

The journal aims to provide a forum in which:

- practice, institutional and policy matters are examined through psychodynamic and systemic lenses;
- the lived experience of practitioners, educators and researchers in contemporary helping professions in the UK and in other cultures and countries is reflected and made visible;
- psychodynamic and systemic perspectives are linked to and evaluated in the light of other theoretical orientations.

The Journal of Social Work Practice is owned by GAPS, the Group for the Advancement of Psychodynamics and Psychotherapy in Social Work (GAPS), a charity founded in 1984, which aims to promote therapeutic, relationship-based practice in all social work agencies. GAPS holds conferences, workshops and local groups and is run on a voluntary basis.

The *Journal* is published by Taylor and Francis under a licence agreement with GAPS. Editors of the *Journal* enter into an Editor Agreement with GAPS, which is based on similar agreements produced by Taylor and Francis for the journals they own. Editors work closely with the Board of Trustees of GAPS, but the principle of editorial independence is enshrined in the GAPS Constitution.

The editors' responsibilities are outlined in the GAPS/Taylor & Francis Publishing Agreement and the GAPS Constitution. These responsibilities are also indicated in the GAPS Editor Agreement and Constitution, which are available on request. To ensure continuity and flexibility, it is the responsibility of the editors to decide how to deploy themselves so that all tasks and responsibilities are effectively undertaken.

The publisher supplies and maintains a ScholarOne Manuscripts (formerly Manuscript Central) site to assist the editors with the submission and peer review process. Full training will be provided to incoming editors (and their administrators, where applicable) by the publisher's specialist in-house ScholarOne team.

The Journal is located online at <http://www.tandfonline.com/toc/cjsw20/current>



JOB DESCRIPTION - JOURNAL OF SOCIAL WORK PRACTICE CO-EDITOR

A. THE REFEREEING PROCESS:

The editorial team takes full responsibility for the refereeing process which entails:

- i. Promptly addressing all submitted papers;
- ii. Making professional judgements about two suitable referees for each paper submitted; for example, finding generalist, subject and methodology specialist and *JSWP*-familiar referees;
- iii. Ensuring the refereeing process is completed as often as possible within a time frame agreed with authors (usually up to about 8 weeks);
- iv. Chasing up late reports from referees;
- v. Finding new referees when those approached decline, fail to respond or respond with insufficient feedback;
- vi. Reading, synthesising and basing judgements about acceptance, rejection or revision on referees' reports, and communicating this in writing to authors within a reasonable period
- vii. Requesting further reports for subsequently revised papers, communicating as necessary authors' responses and arguments;
- viii. Reviewing suitability of referees from time to time;
- ix. Liaising with co-editors as necessary, for example to ensure allocation of work load is fairly divided and that papers being coordinated by each editor are of comparable quality.

B. COMMUNICATION WITH AUTHORS:

- i. Acknowledging initial and all subsequent communications from authors;
- ii. Dealing with any other relevant communications from authors, e.g. faxes, emails, etc.;
- iii. On or after acceptance, checking papers in detail for stylistic, spelling and grammatical errors; ensuring conformity with *JSWP* conventions; checking exact correspondence between citations in text and in reference list;
- iv. Responding to queries regarding progress of the refereeing process and likely decision-making period;
- v. When necessary, carefully checking, correcting and making suggestions about improvements in papers and communicating these to authors;
- vi. Following up on authors who have been asked to make revisions but who fail to respond;

C. EDITORIAL BOARD

The editors are responsible for appointing suitable members of the Editorial Board to ensure consistency with the GAPS Editor Agreement, GAPS/T & F Publishing Agreement and GAPS Constitution and in order to ensure that the necessary skills and range of expertise are represented on the Board. The editors are responsible for managing the Editorial Board meetings as follows:

EDITORIAL BOARD MEETINGS:

- i. Attending two meetings of the Board each year;
- ii. Chairing the meetings and providing leadership, engaging in collaborative decision-making, policy formation, brainstorming, etc. as necessary;
- iii. Consulting with the Board and execute decisions taken by the Board with regard to the overall strategic direction of the *Journal*, its editorial policy and the composition of the Board itself
- iv. Consulting with the Board with regard to corresponding and guest editors (see below, D iv and v)
- v. Preparing papers for the meeting (agenda, minutes of last meeting, submission details) and circulating these in advance;
- vi. Checking minutes of each meeting (prepared by the editors' administrator) after each meeting, and returning corrections and suggestions;



- vii. Acting on any decisions assigned by the Board;
- viii. Checking on accuracy of all relevant documents and communicating any discrepancies to the publisher as necessary (e.g. changes of address);
- ix. Ensuring participation of all relevant stakeholders
- x. Providing the publisher with details of forthcoming conferences and other advertising and promotional opportunities
- xi. Maintaining records on Board members (e.g. length of service, contact details, etc.) and occasional letters, suggestions regarding, and invitations to, new members when necessary.

D. COMMUNICATION WITH CO-EDITORS:

- i. Ensure communications are sufficient for the effective undertaking of tasks and responsibilities
- ii. Manage and record the disbursement of editorial expenses, provided by the publisher and audited annually by GAPS for the purpose of editorial operations
- iii. Appoint, manage and supervise the editorial assistant(s) and/or administrator(s) in accordance with equal opportunities and good employment practice
- iv. In consultation with the Editorial Board, appoint and liaise with corresponding editors to ensure the international profile of the *Journal*
- v. In consultation with the Editorial Board, appoint, advise and support guest editors in the preparation of special issues

E. COMMUNICATION WITH GAPS

- i. One editor will be ex-officio GAPS Trustee, just as the Chair of GAPS shall be an ex-officio member of the Editorial Board together with one other GAPS Trustee.

F. COMMUNICATION WITH PUBLISHER:

- i. Much of this has been raised above, but a certain amount of routine and occasional correspondence by letter or email will be necessary;
- ii. There are certain contractual obligations and periodic tasks, e.g. revising the *JSWP* promotional leaflet.

G. REPRESENTING THE *JOURNAL*

- i. All co-editors should regularly convey the presence, quality, needs etc. of *JSWP* to colleagues, subscribers, students and others at conferences and elsewhere, helping to increase subscriptions and submissions wherever possible;
- ii. Commission papers for publication in the *Journal* on 'hot topics' and from high profile authors.

H. GENERAL:

- i. It is necessary that the co-editors develop and maintain an extensive network of suitable contacts for refereeing and promotional purposes;
- ii. All editors must have substantial experience and credibility in the field of social work practice, and/or other relevant areas of scholarship or practice experience, experience of accurate, detailed editing and preferably of working with publishers;
- iii. It is likely that in most cases the co-editors will – unless supported by administrative staff in their workplace - be personally responsible for every aspect of the above tasks, including all record-keeping, tracking and filing systems, storage and retrieval, correspondence, posting, sending reminders, revising documents, etc. Written, telephone, fax, and email correspondence are all involved.



PERSONAL SPECIFICATION - JOURNAL OF SOCIAL WORK PRACTICE CO-EDITOR

GAPS is seeking to appoint an Editor for the *Journal of Social Work Practice*. The post involves the commissioning, selecting and editing of papers for inclusion in the *Journal*. Applications are invited from suitable candidates with experience of reviewing and writing for journals. The editor will be expected to have some experience of academic writing, journal publishing and peer review processes and be able to work as a supportive and collaborative team member. The post is for three years but can be extended for a further three years. It includes ex-officio membership of the GAPS Board of Trustees.

	ESSENTIAL	DESIRABLE
TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> social work qualified 	<ul style="list-style-type: none"> educated to post graduate level a registered social worker member of a professional association or GAPS
EXPERIENCE	<ul style="list-style-type: none"> experience as a social work practitioner/manager or related fields demonstrated success in writing for publication experience of reviewing processes (e.g. proof-reading or copy editing, providing constructive feedback) familiarity with major developments taking place in social work education and practice in the UK and abroad, and/or in other related fields 	<ul style="list-style-type: none"> experience as an editor or as a member of an Editorial Board experience in the field of research and/or higher education in social work or in related fields experience in the area of conference presentations/giving talks to others
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> knowledge of general desktop software (Word, Outlook, Excel, PowerPoint) effective verbal and written communication skills project management and leadership skills 	<ul style="list-style-type: none"> familiarity with the use of ScholarOne or other online manuscript submission systems ability to analyse qualitative and/or quantitative research papers the ability to promote and support the submission of high-quality papers from practitioners and academics
PERSONAL QUALITIES	<ul style="list-style-type: none"> interest in promoting psychodynamic, systemic, and relationship-based approaches in social work and related fields ability to develop and maintain effective and collaborative working relationships with colleagues and others and to attend Editorial Board meetings ability to plan and prioritise tasks, work under pressure, meet deadlines and to use own initiative when required 	<ul style="list-style-type: none"> ability to be proactive in promoting the <i>Journal</i> among different audiences and to explore new avenues/ submissions from under-represented areas of practice An interest in contributing to the development of GAPS as an ex-officio member of the board of trustees for candidates new to the field of journal publishing, an ability to use the mentoring and support provided

