

MANAGING EDITOR (freelance contract)

Journal of Global History

Cambridge University Press is seeking a freelance managing editor to oversee the administration of the editorial and peer review process for the *Journal of Global History*. This individual will work alongside an international team of editors, playing a central role in the publication of one of the world's leading history journals.

The key duties of the managing editor will be:

- Administrative processing of articles through an online submission and peer review system: performing basic checks on new submissions; distributing manuscripts amongst the editors; managing ongoing correspondence between the editors, authors and reviewers; and tracking resubmissions, proofs and corrections.
- Representing the first point of contact at the JGH virtual editorial office; responding to enquiries; logging submissions and maintaining the accuracy of database information.
- Monitoring the editorial process, ensuring an efficient, timely and smooth process for all involved, supporting effective communication between the various stakeholders (including the editors, editorial board, authors, reviewers, the copy editor and publisher).
- Attending and contributing to regular virtual editorial meetings, and helping to organise, produce statistical reports for, and keep minutes at the annual board meeting.

Experience in editorial or academic administration, especially through the use of ScholarOne Manuscripts or similar online peer review systems, is highly desirable.

It is anticipated that such duties will require the equivalent of sixteen hours per week, although there will be some predictable ebb and flow in the distribution of these hours according to the publication cycle. The successful candidate will be expected to work remotely on a freelance basis.

Payment will be made at an hourly rate up to a maximum number of hours per issue. Over 12 months, three issues will be published and payment is expected to be in the region of £14,000.

Please direct all applications to Georgia Priestley, Publisher, Cambridge University Press, georgia.priestley@cambridge.org.

Closing date: 28 January, 2024