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CALL FOR JUNIOR ASSOCIATE EDITOR

The *Journal for Advancing Sport Psychology in Research (JASPR)* is broadening its Editorial Board and seeking applications of interest for Junior Associate Editor. *JASPR's* mission is to expand the field of psychology in the domains of sport, exercise, and performance by publishing rigorous scholarship for students, academics, researchers, and applied practitioners. Specifically, *JASPR* provides students and early-career professionals aspiring to develop their scholarship skills with innovative opportunities to participate as authors, reviewers, and editorial board members within a mentored publishing infrastructure.

Primary Function

- Work, in partnership, with the Associate Editor.
- Promote the growth and visibility of *JASPR*.
- Maintain *JASPR's* online presence.
- Navigate the manuscript review process using our automated file management system, Scholastica.
- Conduct manuscript reviews and determine best course of action in collaboration with the Associate Editor.
- Select and invite professionals and students with content knowledge and working expertise to review manuscripts in collaboration with the Associate Editor.
- Collate manuscript reviews from all reviewers of a manuscript.
- Using peer review evaluations, along with their own, make recommendations in collaboration with the Associate Editor to the Editor-in-Chief and the Junior Editor-in-Chief of a manuscript's suitability for publication.
- Identify outstanding reviews and create the Reviewer Thank You Letters in collaboration with the Associate Editor.
- Complete the final proofread on all final PDF converted manuscripts prior to publication.
- Attend Editorial Board meetings (in person and/or virtual, including at the annual AASP conference).
- Establish clear, consistent lines of communication with Editorial Board members and manuscript reviewers.

Qualifications

- Master's degree in psychology of sport, exercise, or performance, or related area.
- Current AASP student membership.
- Completion of Elsevier Researcher Academy Certified Course in Peer Reviewing prior to position start.
- Student in good standing.
- Thorough understanding of AASP and APA ethical codes and guidelines.

Required Skills

- Exceptional attention to detail.
- Excellent communication skills.
- Professional.
- Punctual.
- Reliable.
- Ability to make difficult and decisive decisions.
- Demonstrated leadership and management skills.
- Sound understanding of *JASPR's* vision, mission, and scope.

Preferred Experience

- Experience on the Editorial Board of a peer-reviewed journal.
- Demonstrated expertise in research and practice of psychology of sport, exercise, and performance.

Applications of Interest Must Include

- Cover letter (2-page max) of qualifications, skills, experiences, and interest/motivation for the position.
- Example of converting a manuscript from APA style word document to *JASPR's* "conversion ready document", and a sample of proof-reading a manuscript proof.
- CV
- First authored, peer-reviewed publication formatted according to the APA 7th Edition Publication Manual.

Time Commitment

- Weekly time commitment variable depending on submission volume. Tight (< 48 hrs) turnarounds must be accommodated surrounding the post-acceptance manuscript production process.
- Term January 1, 2022 to December 31, 2023.

Applications of interest due by September 30, 2021. Doctoral students and advanced Master's students are strongly encouraged to apply. Submit questions and/or applications of interest directly to: Dr. Monna Arvinen-Barrow, PhD @ JASPR@appliedsportpsych.org

