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# CALL FOR JUNIOR MANAGING EDITOR

The *Journal for Advancing Sport Psychology in Research (JASPR)* is broadening its Editorial Board and seeking applications of interest for Junior Managing 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 Managing Editor.
- Promote the growth and visibility of *JASPR*.
- In accordance with *JASPR's* online presence and social media policy, create and maintain journal's online presence (Scholastica, selected social media accounts) in collaboration with the Editor-in-Chief and the Managing Editor.
- Complete proof-reads of manuscripts accepted for publication in collaboration with the Managing Editor.
- Ensure the accepted manuscripts adhere to the current edition of the APA Style Publication Manual guidelines in collaboration with the Managing Editor.
- Following proof-reads and APA adherence edits, convert accepted manuscripts from APA style word document to "conversion ready document" prior to Adobe InDesign conversion process in collaboration with the Managing Editor.
- Communicate with manuscript authors related the review of final author proofs under the Managing Editor's guidance.
- Complete the final proofread on all final PDF converted manuscripts prior to publication.
- Assign DOI to each published article in collaboration with the Junior Managing Editor.
- Complete the digital publication of published manuscripts and *JASPR* issues via Scholastica in collaboration with the Managing Editor.
- Attend and take minutes at 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 authors.
- Draft and finalize *JASPR's* external communications (e.g., position calls, special issue calls, announcements, AASP Newsletter content, updating the AASP or Scholastica websites) in collaboration with the Editor-in-Chief, Junior Editor-in-Chief, and Junior Managing Editor.

## 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 *JASPRs* "conversion ready document", and a sample of proof-reading a manuscript proof.
- CV
- A writing sample 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 are strongly encouraged to apply. Submit questions and/or applications of interest directly to: Dr. Monna Arvinen-Barrow, PhD @ [JASPR@appliedsportpsych.org](mailto:JASPR@appliedsportpsych.org)