

**The *Journal of Information Literacy* seeks an Editor-in-Chief to manage the content, quality, and direction of the journal.**

Established in 2007, the journal aims to push the boundaries of information literacy thinking in theory, practice and method; and to develop deep and critical understandings of the role, contribution and impact of information literacies in everyday contexts, education and the workplace.

*Journal of Information Literacy* is the professional journal of the CILIP Information Literacy Group (ILG). It is proudly open access and available at <https://ojs.lboro.ac.uk/JIL/>.

The journal is run by a dedicated voluntary team including the Editor-in-Chief, Managing Editor and Copy Editors, supported by an Editorial Board. The Editor-in-Chief has overall responsibility for the journal's content and for the quality of articles and project reports selected for publication. This role (like all other *JIL* Editorial Board positions) is unpaid, but expenses are covered by the Information Literacy Group.

**KEY DUTIES**

1. Synthesise peer reviews and make a decision on outcome (Accept/Revisions Required/Resubmit for Review/Decline).
2. Communicate in a timely and constructive manner with authors and ensure they receive workable and practical feedback from each review round in order to improve or enhance their work.
3. Ensure that peer reviewers are informed of the outcome of each review round and provided with an anonymised version of the feedback to the author.
4. Provide constructive, workable feedback to authors of project reports (which do not go out to peer reviewers).
5. In conjunction with the Managing Editor, decide whether articles that do not immediately fit the standard or remit of *JIL* should be sent for peer review or declined.
6. Liaise as needed with copyediting team (this process is co-ordinated by the Managing Editor).
7. Provide regular reports, in conjunction with the Managing Editor, to the CILIP Information Literacy Group.
8. Compose the editorial column for each issue.
9. Attend two meetings of the Editorial Board per year (usually January and June), in person if possible.
10. Actively contribute to strategic and operational planning at Editorial Board meetings twice yearly
11. Attend to operational issues as required (usually by email, supported by members of the operational team) throughout the year
12. Actively assist with promotion of the *JIL* brand, for example via attending conferences, participating in ILG events, and giving talks and workshops.

## **TIME COMMITMENT**

The time required to fulfil this role varies week on week depending on the number of papers in the system. On average around 5-6 hours per week are needed to ensure that authors receive a timely decision on their work.

## **PERSON SPECIFICATION**

The successful candidate will demonstrate:

- a strong grasp of information literacy theories, practices and methods
- expertise as a researcher and practitioner in the field of information literacy
- experience as a published author of/contributor to scholarly works
- experience as a member of an editorial board
- vision and enthusiasm for the journal
- the ability to act as a constructive 'critical friend' to authors
- excellent time management and prioritisation skills
- an eye for detail and strong communication skills

The post-holder will preferably be based in the UK.

## **KEY CONTACTS**

Managing Editor – liaise regarding acceptance of articles; peer review process; publication timescales; day-to-day operational issues

Editorial Board – report twice yearly on progress; the latest issue; journal strategic direction; and operational planning

Book Reviews Editor – liaise regarding book review content for each issue

Copyediting team – pass any necessary information about articles through in a timely manner; ensure copyeditors are supported as needed in the run-up to publication.

## **CAREER DEVELOPMENT OPPORTUNITIES**

Opportunities to present at conferences, or offer workshops on aspects of the publication process, often arise as part of this role. The post-holder is encouraged to consider how these opportunities could raise the journal's profile, and benefit their own development and career trajectory.

This role also offers the opportunity to:

- work with international experts in information literacy
- guide and support authors
- develop your own writing and research skills through advising others
- stay up to date with progress in IL thinking and practice
- steer the development of an internationally recognised academic journal.

## **TIMESCALE AND HANDOVER PERIOD**

The current Editor-in-Chief will stand down in January 2020, but will work with the incoming Editor to select and shape the content of the June 2020 issue

## **NEXT STEPS**

If you have any questions or would like an informal chat about the role, please contact Emma Coonan at [lbrgoddess@gmail.com](mailto:lbrgoddess@gmail.com). She will be delighted to discuss how your experience could fit and develop this role.

To express your interest, please apply in writing outlining how you would address the role, and send with a brief CV noting previous relevant experience and a list of any relevant publications, to Michelle O'Connell, Managing Editor, [oconnem@edgehill.ac.uk](mailto:connem@edgehill.ac.uk), by Monday 20<sup>th</sup> January 2019.

Applications will be considered by the Editorial Board on Friday 24<sup>th</sup> January and all applicants will be contacted by 3<sup>rd</sup> February.