

## INTERAMERICAN JOURNAL OF PSYCHOLOGY EDITOR-IN-CHIEF SEARCH

The Interamerican Society of Psychology (SIP for the initials in Spanish) seeks applications for *Editor-in-Chief* for its flagstaff journal the *Interamerican Journal of Psychology (IJP/RIP)*. The Editor will serve an initial 1 year as editor-elect, followed by a 4-year term, with potential for re-appointment to a second 4-year term.

The incoming Editor will first serve as Editor-Elect from January 1, 2019 – December 31, 2019. Subsequent to this collaborative training period, the incoming Editor will serve a four-year term as Editor-in-Chief with years as follows: January 1, 2020 – December 31, 201920; January 1, 2021 - December 31-2021; January 1, 2022 - December, 2022, and January 1, 2023 – December 31, 2023. Please note that the final year of the Editor's term will include work with the Editor-Elect prior to transition to the editor role. Job duties and description can be found below.

Interested persons are asked to submit a letter of interest discussing their scholarly and editorial experience, vision for the Journal, a current CV, and three samples of scholarly work, evidence of SIP membership, evidence of training knowledge on the Open Journal Systems, evidence of knowledge of international indexation organizations such as Redalyc, PsycInf, ect., evidence of knowledge of Crossref, evidence of been fluid in at least two languages and one of them must be English, along with a letter of support from her/his institution that outlines the nature of support offered by the applicant's institution in which IJP/RIP will be housed. Please note that IJP/RIP support is not requested for the period when the incoming editor serves as editor-elect. However, it is expected that the editor's institution will continue to provide support when that editor works with an editor-elect. Finalists will be interviewed during the Regional Congress in Nicaragua in July 2018 and/or via telephone or google hangouts by the search committee. Applications and any related questions can be sent to Edil Torres Rivera, PhD, Chair of the Search Committee [editor.rip@sipsych.org](mailto:editor.rip@sipsych.org) or [etorresrivera@southuniversity.edu](mailto:etorresrivera@southuniversity.edu). Additional questions or concerns can also be directed to him.

Application materials are due June 1, 2018. The decision for incoming editor will be announced by early December 2018.

### **Job Duties and Description.**

The role of the Editor-in-Chief of the *Interamerican Journal of Psychology (IJP/RIP)* is to insure the successful publication of the journal that represents the interests and mission of SIP, and interamerican psychology scholarship and practice. Duties of the Editor-in-Chief include, but may not be limited, to the following:

1. Report to the Executive Board.
2. Serve for a four-term following a one-year period of service as Editor-Elect.
3. May be reappointed for one additional consecutive term of four years.
4. Shall preside at meetings of the Editorial Board.
5. Shall be responsible for editing and preparing no less than four issues per year of the Journal unless more are approved by the Executive Council as special editions.
6. Shall prepare an annual report and budget statement for the Executive Board.

7. Coordinate business functions of the Journal with SIP officials.
8. Responsible for working with all matters around marketing, most specifically to insure submissions. This also includes regular “calls for submissions” to appropriate venues (e.g. Facebook, Twitter and group specific listservs and newsletters when appropriate for special issues)
9. Responsible for initial approval or rejection of submissions prior to assigning through the review process to ensure that such submissions meet the basic criteria for the journal (e.g. content is appropriate, page limits are considered, etc.)
10. Responsible for final editorial review of the content of the journal in all issues, namely that each accepted submission meets all of the publication criteria outlined in the “Guidelines for Authors” and has incorporated all required revisions outlined in author’s acceptance letters.
11. Responsible for responding to questions from accepted authors in relation to any revisions requested from the editor.
12. Responsible for insuring that any “Calls for Submissions” and/or “Calls for Editorial Board Members” are sent out on a routine basis to appropriate source.
13. Responsible for overseeing any other approved positions related to the journal, such as appointing Editorial Board Members, Associate Editors, Emerging Reviewers (and tracking their terms), Council of Elder members, appointing an Editorial Assistant as needed and supervising the work designated to this assistant position.
14. Maintaining the IJP/RIP website ensuring that it is current and reflects up-to-date guidelines, any calls for special issues, announcements, etc.
15. During the Editor-Elect period the Editor-Elect, shall assist the Editor in performing the duties of the Editor, in preparation for assuming those duties.

