

Editorship of *Foreign Policy Analysis*

Description of Duties

Editorial Duties

- Receive and manage approximately 100 new manuscripts per year, select approximately 3 reviewers per submission, and track slow-moving reviewers to produce reviews for you within 4-6 weeks of receipt (on average).
- With those reviews in hand, judge the present or future publishability of each manuscript and communicate that decision to the author. Roughly 70% of manuscripts will be rejected. Among first-time submissions of a manuscript, perhaps 15-30% will receive a "Revise and Resubmit" judgment from you. Hence you must track these "R&R" manuscripts through a second round.
- Assemble accepted pieces into an issue (4 per year) and work with Publisher (Wiley-Blackwell) to bring this into print. You will edit the substance of the piece through suggestions to the author during the review process, and the Publisher will perform the copy editing (punctuation, footnote style, etc.). But it is you who must push the authors to get their revisions done in a timely way so you have a full package of articles to send to publisher 4 times per year.
- Compile an annual report to circulate among members of the *ISQ* Editorial Board, the Publications Committee, the Executive Committee and the Governing Council. This report will be due some months before the ISA annual meeting in February or March.
- At the ISA Annual Convention, participate in the Governing Council meeting, and meet with the editorial board to discuss issues before the journal and receive feedback from the board.