Journal of Sociology
Editorship Application Information

TASA The Australian Sociological Association

Journal of Sociology

Call for a new editorial team
2025 - 2028

TASA Executive seeks to appoint a new editorial team for the *Journal of Sociology* for the four-year term 2025–2028.

The term of the current editors expires at the end of 2024, although copy for the first issue of 2025 will be organised.

The journal receives financial and administrative assistance from TASA and from the publisher, Sage. Manuscript submission is done on-line through ScholarOne.

All members of the editorial team must be TASA members and ideally will be located within a department of sociology or a School/unit that offers a major sequence of sociology, including doctoral studies. The Executive are willing to consider applications from an editorial team at a single university or a consortia of staff at two or more universities. Such consortia will be required to demonstrate that they have the capability to work effectively across locations. TASA will provide the Managing Editor with a complimentary TASA membership.

Applicants are also required to show that they have institutional support for the management of the journal, and to specify the nature of this support.

Selection protocols and application instructions are available in the following pages.

Further information is available from the TASA President, Professor Alphia Possamai-Inesedy (Alphia.Possamai@westernsydney.edu.au) or from the current Editor in Chief, Associate Professor Helen Forbes-Mewett (helen.forbesmewett@monash.edu).

Expressions of interest should be emailed to TASA Admin by 9am Monday October 16th, 2023.

Journal of Sociology
Editorship Application Guidelines

Overview

About JoS: JoS is TASA's flagship journal and is published in four issues per year by Sage (ISSN: 1440-7833). It carries peer-refereed articles of sociological research and theory on issues of interest to Australian sociology and aims to promote dialogue and exchange between Australian sociologists and the international community of sociology. Further information can be obtained from the journal web site. https://journals.sagepub.com/home/jos

Term of editorship: The normal editorship term is 4 years.

Editorship requirements: Commitment to produce 4 issues of the journal per year, including book reviews and one special issue, and meet the publishing deadlines; commitment to independent peer review procedures that ensure a fair and balanced assessment of material submitted for publication in JoS. The JoS editorial board and TASA Executive shall approve any substantial changes to current review procedures. It is customary that the editor/s respect the opinions of the reviewers, and that the reviewers are informed of the outcome of assessment procedures.

JoS Editorial and International Boards: The new editor/s will need to establish new Editorial and International Boards of JoS. Their establishment shall be in accord with the principles and Constitution of the Association, in particular each Board shall have, to the extent possible, gender balance.

Financial support: TASA will continue to provide financial support to the editor/s for clerical assistance and other associated costs which cannot be underwritten by the host's workplace. Any changes to the current level of support must be endorsed by the Executive Committee.

Contractual obligations: The editors must abide by the contractual agreement between TASA and the publisher Sage (a copy will be supplied to the successful applicants), including meeting production deadlines.

Reporting requirements: The editor/s shall provide regular financial and managerial reporting to the Executive Committee and an annual report. One member of the editorial team becomes an ex officio member of the TASA Executive.

Removal of editorship: The Executive Committee maintains the right to remove the editorship if essential criteria are consistently not met as outlined in this document.

Standing order for copyright approval: The Executive Committee grants the editors the right to approve or reject permission requests to reproduce material published in the journal. Where approval is granted, full acknowledgement and bibliographic details must be cited. The decision to approve requests should take into account commercial and legal obligations.

Application process: Applicants must address the guidelines and essential and desirable criteria in this document. Applicants are encouraged to consult with the current editors before making a submission. Applications should be submitted to the TASA office, and applicants should indicate their intention to apply by email to admin@tasa.org.au.

Application Guidelines

The application should include:

Editors and editorial team information: Name, workplace and CV (maximum 3 pages each) for all proposed editors (including the book review editor)

Statement of experience: The statement should outline the proposed editor/s' research publication and editorial experience

Vision statement: A brief statement outlining the editor/s' proposed innovations and/or changes

Budget and institutional support: The budget should include evidence of workplace support. The Executive Committee must be assured that there is sufficient workplace support for the successful conduct and management of the journal. The level of support offered should accompany the application from those wishing to form an editorial team. If the application is successful, this workplace support should be ratified or confirmed by the employer. These reassurances and commitments would be required prior to any transfer of the Journal's editorship

If applicable, cross-institution arrangements: Applications from consortia based at two or more workplaces must demonstrate how they will work effectively

Essential Criteria
Prospective editors are required to:

1. Be current financial members of TASA and maintain their membership throughout their editorship term
2. Provide evidence of an established record of scholarship (particularly publication in refereed journals)
3. Provide evidence of editorial and journal experience (indicated by participation in activities such as published articles and book reviews, reviewing submitted papers, and editorial board experience)
4. Provide evidence of organisational abilities.

Desirable Criteria

Location of journal: The control and management of the journal should ideally be located in one workplace. The Executive Committee anticipates that there will be a periodic rotation of the journal among the states to ensure a wide involvement of the membership in the journal.

Commitment to TASA: Acceptance of editorship signals a commitment to the principles of TASA as set out in its Constitution. While maintaining its editorial independence, the editors must ensure that the journal broadly reflects the interests of TASA and its members, through articles, book reviews and the publication of the Presidential Address.

Selection Process

Submission due date: Applications are due by October 16, 2023.

Determination: Applications will be reviewed and determined by the TASA Executive Committee.

Outcome: The TASA President, Alphia Possamai-Inesedy, will inform all applicants of the outcome in early December 2023.

Note:
1. Expression of Interest word length limit: 2000
2. Submission deadline: October 16, 2023
3. Recommended editorial team size: 8 - 10, including 1 - 2 Editors-in-Chief (EiC)
4. You and your team will be supported by your ME, TASA's EO & Executive as well as Sage representatives of the journal
5. Additional EiC tasks include:
- Managing TASA's administration funding support (currently $26k annually)
- Appointing and overseeing the Managing Editor
- Annual *JoS* Best Paper (judging and conference presentation to winner)
- Annual Special Issue selection
- EiC TASA ex officio member attending 2 face-to-face (mid-year/November) and 2 Zoom meetings (March/September) annually.
- Submission of 5 reports annually (4 Executive and 1 Annual Report)
- Attending TASA's Annual General Meeting, where possible

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Managing Editor Simple Task List

The workload for the incoming Managing Editor should be budgeted for 12hrs per week for about two months as they get to know the systems. In the past, incoming MEs have been helped immensely by having the previous ME sit with them either in-person, over the phone or via Zoom while going through things together.

Many of the ME's tasks are administrative. However, there are key components that require knowledge of sociological theory and a certain currency with the field at present (knowing the literature helps to be able to know whether an article represents something interesting, useful, or challenging for colleagues who will eventually read it). Having the ME as an administrative position only could add workload to the editors.

The ME role could be done by someone doing a PhD. Indeed, in an ideal world this would be a perfect role for a promising PhD candidate as it connects the ME with a lot of people and allows them to read a great deal of good sociology. It would also be suited to an early career sociologist. The role could be done by someone not working at a university, but previous MEs have suggested the role would best be filled by those who know the university system well.

With regards to the working relationship of the ME and the EiC. The two need to be a team, and be in constant communication. In sum, it is recommended that the incoming EiC seek to work with an ME who is a PhD candidate or an early career sociologist, who knows the field and is a good communicator. Ideally, have this person in mind when putting your bid together.

Each of the following is broken down into a number of smaller steps:

- Vet incoming papers (reading and communicating with authors + editors)
- Review incoming revised articles and pass through to next review stage (reading + communicating with editors)
- Invite colleagues to review papers for the Journal
- Communicate with invited colleagues who are unable to review about possible alternatives (we ask them to recommend a colleague if they can't review for us)
- Send reminder emails to invited reviewers about upcoming review due-dates (this has an automatic function through ScholarOne, but I get a better response from personal emails)
- Manage the ScholarOne system for the journal (make changes to user accounts, add/remove authors and reviewers, change required reviewers etc.)
- Check copyright forms returned by authors of accepted articles

- Check final versions of articles accepted to ensure compliance
- Communicate with SAGE about ScholarOne issues and errors (rare, but certainly a couple of times per year it is needed)
- Communicate with authors about Journal requirements about style and scope
- Manage *JOS* Twitter account (tweet about articles, upcoming issues, CFPs, etc.)
- Attend *JOS* meetings
- Communicate with EiC every week about steering the journal status, incoming articles, and strategic concerns

3 biggest time users:
1. Proofing (allow 60mins per week, range 0 to 7hrs max)
2. Vetting articles (allow 60mins per week)
3. Chasing reviewers and trying to find new ones to replace them, where needed (allow up to 90mins per week)