

Wiley invites individuals to apply for the position of:

Co-Editor

Literacy

*Julia Davies and Cathy Burnett's term as editors of Literacy is coming to a close and we are seeking replacements to continue developing the quality of content and international scope of the journal, building upon their excellent editorship. The successful candidates will work in a joint capacity from **November 2014***

Literacy is a peer refereed journal for all those interested in the study of literacy in the broadest sense. Its readers and its authors come from a wide range of professional backgrounds: teacher education, research, teaching, and policy making.

The Journal is published in three issues per annum, with occasional special issues.

The successful candidates for the position of Editor will be recognised internationally for his or her achievements in this area and have a good track record of publications and presentations at conferences. They will also have an extensive international network of contacts, so that the profile of the Journal can continue to be developed. The ideal people will possess the following skills and knowledge:

- **Broad knowledge of research and practice in this area.**
- **Sound judgement about the conduct of diverse forms of research.**
- **Excellent written and verbal communication.**
- **Ability to work to tight deadlines.**

The appointment will be for three years in the first instance, although this can be extended at the discretion of UKLA.

There are three issues of *Literacy* each year. The editor is responsible to UKLA and the Editorial Board of *Literacy* and works closely with Wiley who publish the journal worldwide.

The editor should be a member of UKLA at the time of taking up the post.

Closing date: 4.00 pm May 19th, 2014.

Interviews will take place on June 4th in London.

For more details visit UKLA's website www.ukla.org or email admin@ukla.org

EDITOR'S JOB DESCRIPTION

Strategy/Promotion

1. To work with the Publisher to plan a strategy for the development of the Journal. To ensure that the journal fulfils its aims and remains useful and relevant to its users by following trends in the subject area.
2. To endeavour to improve the position of the journal relative to competing journals.
3. To communicate regularly (annually) with the Editorial Board concerning the development of the Journal, editorial strategy, submissions and promotion.
4. To assist the Publishers in promoting the Journal by advising on publicity and promoting the Journal wherever possible through contacts and at conferences attended.
5. To assist the Publishers in advising on opportunities for obtaining non-subscription revenue.

Editorial

1. To seek contributions to the Journal.
2. To have such contributions peer-reviewed by appropriately qualified and experienced persons.
3. Using an online editorial management system, to communicate with authors, to accept or reject manuscripts or to request revision in response to referees' reports and editorial comments. Training on the editorial management system will be provided by the Publisher.
4. To direct the content and presentation of the Journal, together with the Editorial Board.
5. To appoint and renew Editorial Board members for an agreed term and to ensure that the Board's composition is sufficiently international and broad in scope to establish the Journal worldwide within its field.
6. To organize and chair Editorial Board meetings, where appropriate, in collaboration with the Publisher.
7. To ensure that all material provided to the Publisher is complete with all illustrations and tabular matter, final permissions and assignments of copyright and is in accordance with the guidelines given in the Instructions for Authors, and to ensure the following:
 - a) that copy is original, and has not been published elsewhere;
 - b) that copy is not defamatory or otherwise unlawful;
 - c) that copy is available for publication in the Journal free of charge.
8. To provide the material to the Publisher in accordance with the production schedule.
9. To determine the contents of each issue of the Journal.
10. To report annually to the Publishers on papers received, accepted and rejected and geographical distribution of papers received.

For an informal discussion about the post, please contact: Cathy Burnett (c.burnett@shu.ac.uk) or Julia Davies (j.a.davies@sheffield.ac.uk)

Applicants should send a covering letter, curriculum vitae, and a short assessment (500 words) of the strengths and weaknesses of *Literacy* that includes an outline of your vision for this Journal and how you would like to see it develop in the future to:

**Brenda Eastwood
UKLA General Manager
c/o University of Leicester
University Road
Leicester, LE1 7RH**

Email: admin@ukla.org

WILEY