

## ● Editorial Board member role description and application process

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*Transactions of the Institute of British Geographers* is seeking four new members of the Editorial Board to support the work of the journal and its editorial team.

This role aims to support board members in advancing their careers by providing elements of hands-on experience making editorial decisions and setting journal strategies, whilst being mentored by an experienced team of editors.

This appointment is suitable for those who have not previously held an editorial position but feel they would be in the position to do so within the next few years. It provides an excellent opportunity to gain editorial experience in one of the discipline's leading journals.

### **Role description**

Post: Editorial Board Member/Associate Editor  
Journal: *Transactions of the Institute of British Geographers*  
Responsible to: *Transactions* editorial team (overseen by the Managing Editor)

### **Description of role and responsibilities**

The *Transactions* Editorial Board consists of 10 members and exists to provide active support to the Editors by increasing the diversity of sub-disciplinary expertise in the journal's editorial team, and to provide clearer pathways into future editorial roles for scholars across the geography community.

The appointments are for two years, with the option to extend for a third year. Editorial board members will be offered a modest honorarium of £500 per annum.

All newly appointed Board Members will receive initial training from the journal's Managing Editor and will become an important part of the *Transactions* editorial team. We therefore see this as a supportive role designed to prepare people to take on full editorial duties within a geography journal in the near future.

The key responsibilities of the role include:

- To act as Associate Editor on four to five manuscripts per year, under the guidance of the editorial team, including making initial assessments, inviting reviewers, and making decisions on these manuscripts and any subsequent revisions.



- To act as an ambassador for the journal, encouraging submissions (regular papers, interventions and commentaries) and promoting papers published within the journal.
- To act as reviewers for papers falling into the individual's areas of expertise when needed.
- To attend two editorial meetings per year where the current status of the journal can be discussed as well as ideas for future strategies and initiatives.
- To represent the journal at events and external training sessions on an ad hoc basis.

### **Selection criteria**

Given that *Transactions* publishes papers from across the discipline of geography, a broad knowledge of the discipline is essential, with demonstrable experience working across fields/sub-fields being desirable. An understanding of the academic publishing landscape, including emerging debates and concerns, is also desirable as this will aid strategy discussions.

We are especially keen to receive applications from those working in historical geography, sustainable development, environmental geography and geopolitics, and from researchers comfortable reviewing quantitative human geography submissions. Regional specialisms in Africa and Latin America would also be an advantage. This is to balance and complement the expertise we already have on the Editorial Board.

We see this role as preparatory for those looking to take on full editorial roles in the near future with the key benefit being practical experience of manuscript editing and a better understanding of the publishing landscape and strategies, both of which should strengthen future applications for editorial positions. Given these benefits, some privilege will be given to those without previous editorial experience.

The people most likely to fit within these criteria are those in a mid-career stage (approximately six plus years post-PhD), although we will of course consider applications from those who are more senior, particularly where there are structural reasons that they may have previously been overlooked for editorial/editorial board positions. We are especially interested in applications from geographers working outside of the UK.

The four new Board Members will be joining six existing board members, and thought will be given to the composition as a whole to ensure it maintains a diversity of experiences, fields of expertise, and background. This means that not all qualified candidates will be appointed to the board.

### **Application details**

To apply, please email Dr Anna Lawrence ([journals@rgs.org](mailto:journals@rgs.org)) with a copy of your CV and a 300-word statement outlining why you wish to join the Editorial Board, and what ideas you would bring to it (there is no need to reiterate details from the CV in this statement – we will read both when making our assessment).

Applications must be received by **4 December 2024**.

We will be looking to appoint the board by mid-December with an expected start date in early 2025.

We will acknowledge receipt of all applications but will be unable to give detailed feedback on unsuccessful applications.