

## Associate Editor Role Description

The term of your appointment is for 3 years, with the option to continue on a one-year rolling appointment by mutual consent.

It is our intention to develop a direction and scope for the publication, and we hope that you will be able to help us to develop the impact and contribution of the journal. Below is some information on the role and the focus of the journal, please don't hesitate to contact us if you have any further questions.

### 1. Aims and Scope

The *International Journal of Management Reviews (IJMR)* aims to publish essential reference articles that cover all the main management sub-disciplines including, for example, HRM, OB, International & Strategic Management, Operations Management, Management Sciences, Information Systems & Technology Management, Accounting & Finance, and Marketing. Each issue includes state-of-the-art literature review articles/surveys that examine the relevant literature published on a specific aspect of the sub-discipline, for example, HRM: Appraisal Systems. We intend to develop the output of the journal to include articles that contribute to the theoretical and conceptual development of the field of management and business studies, and to seek articles that integrate theory across disciplines. We hope that you will be able to help us in creating the development of the journal's content in this direction.

### 2. Journal website

Full details of the journal are available on the web, at:

[http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-2370](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-2370). The web pages contain full descriptive information on the journal, including its aims and scope, details of the Editors and Editorial Board, abstracting and indexing information, news and announcements, highlighted articles, advertising and media data, instructions for authors, links to the email alerting system, the manuscript submission site, the free online sample issue and all of the online issues back to volume 1.

### 3. The editorial team and your own role

As you are aware you are joining a team of Associate Editors specialising in various subject areas. The overall editorship of the journal is currently managed by Dr Dermot Breslin and Professor Katie Bailey.

As an Associate Editor, your own role is essentially:

- To co-ordinate the refereeing of manuscripts and to make recommendations to the Editors-in-Chief regarding manuscript publication. You should be prepared to manage approximately 10 to 12 articles through the review process each year, some of which may not be in your primary field, although we will make every effort to match the article to the appropriate associate editor.
- To seek contributions to the journal from colleagues and throughout the international academic community.
- To identify key areas of research where the journal can publish and solicit articles from researchers with international reputations for scholarship.
- To recommend and solicit suggestions for topics for manuscripts and special issues.
- To promote the journal at conferences and at other academic events, where possible.
- To commit to attending journal meetings with the Editors, where possible.

- To develop the editorial direction and strategy for *IJMR* with your fellow associate editors and the team at Wiley.
- To promote the journal via social media.

We use ScholarOne Manuscripts (S1M), which can be accessed here:

<https://mc.manuscriptcentral.com/ijmr>. Our Managing Editor, Emma Missen, can give you advice and help with S1M, and it is possible to sign up for online training on the system. Emma can be contacted by email on [ijmr@bam.ac.uk](mailto:ijmr@bam.ac.uk) and will set up your initial account on the system. In addition, the S1M Associate Editor guide is available by accessing the Help Now link which is on the top right-hand-page of every S1M page.

#### 4. **Your complimentary subscription**

We will arrange for you to receive a complimentary online subscription to the journal. A fully functional online edition of the journal, in both HTML and PDF formats, is available through the Wiley Online Library delivery service. *IJMR* articles are usually published online ahead of the scheduled issue in the Early View section of the web pages: [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1468-2370/earlyview](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1468-2370/earlyview).

#### 5. **Marketing**

It is crucial for the ongoing success of the journal that as many people as possible are made aware of its existence. We are continually discussing how to raise the profile and quality of submissions to the journal. Currently, we use five main methods of promoting the journal:

- Promotion through the website and via electronic means, such as email alerts
- Mailing of fliers and brochures to relevant researchers and librarians
- Promotion at conferences (fliers in delegates' packs, fliers on display, copies of the journal sent with agents or a full stand with Wiley editorial or marketing staff present)
- Advertisements in other journals and on their webpages, where possible
- Social media

Marketing for the journal has a set budget, so if you are attending a meeting and are able to take some fliers with you, this will enable us to concentrate our marketing efforts more effectively. The marketing manager with responsibility for the journal is Laura Simmonds ([lasimmonds@wiley.com](mailto:lasimmonds@wiley.com)). She will be pleased to discuss any aspects of marketing with you and to supply you with fliers and leaflets to take to any meetings that you attend.

We hold an Editorial Board meeting annually at the BAM Conference. Finally, please let us know if you are attending any of the major management conferences such as AACSB, EURAM, AOM, EGOS and ANZAM.