The American Political Science Association (APSA) seeks a candidate to fill a full-time position in its publications department. The Managing Editor is responsible for all aspects of the publication process for the PS: Political Science & Politics, one of the flagship journals in and about political science. He/She/They oversee or handle correspondence with submitting authors; tracks manuscripts from submission to publication/rejection; coordinates with Washington DC-based staff, the journal’s co-editors, the publisher (Cambridge University Press), and the compositor. The Managing Editor reports to APSA’s Publishing Director and works closely with the PS editors (current editors until August 2022 and new editors from Sept 2022 onwards). APSA is seeking a high-energy team player with initiative and a strong work ethic. Strong candidates will have experience working with diverse populations and provide evidence of being committed to furthering a climate of inclusivity and collaboration. For more information on the new editorial team for PS please see: https://politicalsciencenow.com/meet-the-2022-2026-editorial-team-for-ps-political-science-politics/

ESSENTIAL RESPONSIBILITIES

- Monitor manuscripts’ progress through the Editorial Manager system and working with the lead editors and the rest of the editorial team to ensure that all manuscripts are processed in a timely manner
- Manage correspondence with authors for approval of changes, publication scheduling and serve as point-of-contact for questions regarding the publication process
- Prepare and/or format all manuscripts, tables, and figures in accordance with compositor and Cambridge University Press requirements
- Transmit all manuscripts to Cambridge as scheduled by the publisher and work with production editor to ensure timely and accurate typesetting
- Review all copyediting, ensure all manuscripts in accordance with APSA style, publisher requirements, and timetables and handle proofreading of all articles with final approval from authors
- Coordinate development of table of contents for each issue in a timely manner
- Assist lead editors with running virtual weekly meetings and organize and run an editorial board meeting
- Ensure that journal publicity materials are up to date & provide content for social media as needed
- Compile annual Editors’ Report for the APSA Council
- Facilitate the smooth transition from the current co-editors to the new editorial team based at Wake Forest University
- Manage the PS Dataverse and approve datasets for posting for all relevant publications
- Work with the Publishing Director to moderate content on APSA Preprints, our pre-publication platform
- Collaborate with APSA colleagues on content synergies such as APSA Educate, Political Science Today and the PoliticalScienceNow blog
- Additional duties as assigned

ESSENTIAL SKILLS & EXPERIENCE

- Bachelor’s Degree required, Advanced Degree in Political Science or related field preferred
- 3-5 years in academic publishing preferred
- Strong organizational/communications skills and multi-tasking ability to deal with the high volume of submissions and demonstrated ability to write clearly
- Experience in editing/proofreading with high attention to detail
- Ability to adhere to deadlines and motivate others related to timelines
- Experience working in an office environment and drafting professional emails to colleagues and academics
- Strong computer skills (Microsoft Office Suite, Adobe Creative Cloud, Google Suite, videoconferencing)
- Experience with Editorial Manager, ScholarOne or a similar journal peer-review system preferred
HOW TO APPLY
To be considered, you must submit your resume with a cover letter indicating how your experience and skills align with the description of this position and, the essential skills required of the position. Send all documents as PDF attachments to hr@apsanet.org. Please include "Managing Editor, PS" in the email subject line. Considerations will occur on a rolling basis and the position will remain open until filled.

ABOUT APSA
The American Political Science Association (APSA) is a 501(c)3 nonprofit scholarly association that serves a membership base of 12,000 in over 80 countries. With a range of programs and services for individuals, departments and institutions, APSA is committed to transparency, open enquiry, scholarly pluralism, high standards of ethics and integrity, and a global perspective. To learn more about APSA, please visit www.apsanet.org.

APSA offers a comprehensive compensation and benefits package and has a Metro-accessible location in DuPont Circle in Washington, DC, with a staff size of over 30. In compliance with the CDC and DC guidelines regarding the Covid-19 pandemic, the APSA staff is working remotely until further notice. Once the APSA office reopens, all team members will be required to adhere to the APSA vaccination policy. APSA is an equal opportunity employer committed to workplace diversity, equity, and inclusion.