

Position Description and Application Process for Editor, *Journal of Police and Criminal Psychology*

The Executive Committee of the Society for Police and Criminal Psychology is selecting a new Editor for its journal, the *Journal of Police and Criminal Psychology*. The Editor normally serves a 5-year term and may be reappointed for a second term. We intend to appoint an editor who will begin receiving manuscripts during 2009 for publication during the 2010 volume year.

The Search Committee is especially interested in candidates who: (a) are active, established members of the Society for Police and Criminal Psychology, (b) have published in the area of police psychology or forensic psychology; (c) have previous experience as editor, associate editor, or reviewer for a professional journal; (d) have a university appointment; and (e) can commit ample time and other necessary resources to maintain the high quality of our journal.

Persons wishing to apply should do so via email to the Society Secretary, JoAnne Brewster, and should send a letter of application detailing their relevant experience, qualifications for the position; a current copy of their curriculum vitae; and the names, addresses, telephone numbers, and e-mail addresses of three individuals who can speak to their qualifications for the position. In application letters, applicants should describe any institutional support they will receive for serving in the role of journal editor. Applications and supporting materials should be sent to brewstja@jmu.edu; 540 568-6107. Applicant review will begin on October 1, 2009, and will continue until the Editor is selected.

Duties of the Editor, *Journal of Police and Criminal Psychology*

- The Editor receives and acknowledges receipt of all manuscripts submitted for review and possible publication in the *Journal*. The Editor may reject a manuscript outright if the content is deemed inappropriate to the focus of the *Journal*. The Editor otherwise assigns the manuscripts submitted to members of the Editorial Board for review, a recommendation to accept, reject, or revise, along with any specific recommendations for revision or clarification. Recommendations may include revision to conform with APA style and reference format. The Editor communicates with the principal author of each manuscript submitted, accordingly.
- The Editor also receives and reviews articles resubmitted after revision and clarification and communicates the final decision to the principal author.
- The Editor schedules accepted manuscripts for publication in fall and spring issues of the *Journal*. The Editor arranges for manuscript preparation, ensuring compliance with APA style according to the 6th Edition of the American Psychological Association *Publication Manual*. The editor coordinates publication with the publisher's representative. The Editor submits final accepted manuscripts to Springer Publishing.
- The Editor is the Society's spokesperson for the *Journal*. He or she may receive e-mails and other communications regarding issues and information related to the *Journal* and replies to these communications in a timely manner.
- The Editor will keep a record of submissions, Editorial Board review assignments, reviewer recommendations, and other information required to maintain the processing of *Journal* submissions in an efficient manner.
- The Editor will maintain a sufficient number of members of the Editorial Board, inviting new members to join as necessary to ensure efficient review of manuscripts.
- The Editor will make a report to the membership at the annual meeting of the Society for Police and Criminal Psychology in the fall of each year.
- The Editor may consider the development of a special issue(s) of the *Journal*, devoted to a topic relevant to the focus of the *Journal*. The Editor may appoint a Special Editor who will oversee the development of the special issue, in conjunction with the Editor.