

# Journal of Park and Recreation Administration

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## Call for Editor-in-Chief



The American Academy for Park and Recreation Administration (AAPRA) is seeking candidates for the position of Editor-in-Chief for the *Journal of Park and Recreation Administration*.

**Position Summary:** The Editor-in-Chief is primarily responsible for coordinating all aspects of preparing four regular issues of the *Journal of Park and Recreation Administration* (JPRA) for publication each year. This includes activities such as soliciting manuscripts, previewing manuscripts, assigning manuscripts to associate editors and reviewers, working with reviewers to ensure timely reviews, and assisting authors in revisions. Additionally, the editor is responsible for identifying and working with a team of associate editors and guest editors as needed.

### Essential Job Duties:

- Guarantee a high-quality scholarly publication that encompasses the broad reach of the park and recreation administration field.
- Actively solicit manuscripts and coordinate and manage all aspects of the manuscript review process (acknowledge receipt of manuscript via Sagamore-Venture's manuscript management tool; make initial determination related to the manuscript appropriateness; send out manuscripts for review in a timely manner; based upon reviews, make final decisions on the status of submissions; compose notifications to authors; ensure that the review process, from submission to review, acceptance or rejection, is professional and timely).
- Work with and support authors on manuscript content, quality, and revisions. The editor is especially encouraged to work with new writers who are enthusiastic but inexperienced.
- Facilitate identification of topics and development of special issues, including coordination with guest editors.
- Facilitate the preparation of each issue (prepare manuscripts and cover pages for review edits by copyeditor, conduct final edit prior to publication).
- Recruit and continually retain a sufficient number of competent and dedicated reviewers and associate editors.
- Maintain and meet reasonable and regular deadlines associated with the journal (see section below).

### Minimum Requirements and Qualifications:

- Senior faculty member
- Knowledge of current scholarship in the fields of interest
- Knowledge of other academic journals in the fields of interest
- Excellent writing, editing, and proofreading skills. Familiarity with APA style
- Interest in working closely with authors and supporting their writing
- Publishing experience

- Ability to work independently
- Skills in organization, delegation, and handling a multitude of tasks simultaneously; ability to commit regular blocks of time to the tasks
- Respect for, yet flexibility toward, deadlines
- Computer skills, particularly word processing and e-mail (except for initial submissions, most correspondence with authors, reviewers, and the graphic designer is done electronically)
- Ability to coordinate the efforts of reviewers, authors, associate editors, and guest editors in a timely manner
- Terminal degree in a field related to the aims and scope of the journal preferred

## Call for Editor-in-Chief Application Process and Timeline

Announcement Date:

**October 21, 2021**

Applications Due (Cover letter and curriculum vitae):

**December 8, 2021**

Review of Applications:

**January 18, 2022**

Candidate Interviews and Hiring Announcement:

**February – March 2022**

New hire to begin training/working with current Editor-in-Chief as soon as confirmed.

To learn more about the American Academy for Park & Recreation Administration, visit [www.aapra.org](http://www.aapra.org).

To apply for this position, please submit a cover letter and curriculum vitae to Susan Davis at [sdavis@sagamorepub.com](mailto:sdavis@sagamorepub.com).

Feel free to send any pre-application questions to Susan Davis at [sdavis@sagamorepub.com](mailto:sdavis@sagamorepub.com).



American Academy for Park and Recreation Administration



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