



Journal on Terrorism & Security Analysis

Editorial Board Positions

Associate Editors: Will work under an assistant editor or the editor-in-chief. During the fall semester associate editors will primarily be searching out new contacts to add to our call-for-papers database. Over winter break, associate editors will critique assigned articles and submit comments to either the assistant editor or editor-in-chief. After papers have been selected for publication, associate editors will check citations and serve as copy-editors during the final phase of the journal. Associate Editors are vital to ensure that mistakes do not appear in the journal. A well-polished paper with thorough analysis that contains a spelling mistake ruins the credibility of the journal and the author's submission.

Assistant Editors: Will help manage associate editors by distributing assignments and evaluate associate editors' work. Assistant editors will regularly meet with the editor-in-chief to discuss progress with assignments and discuss potential improvements with the journal's direction. Assistant editor positions will have a significantly higher time commitment than associate editor positions. Assistant editors will be vital in the final stages of the publication by copy-editing and fact checking in tandem with associate editors. Assistant editors will also serve as liaisons with authors. 2-3 assistant editors will be selected.

Duties of **ALL** editors:

Find contact information of various departments at universities, research institutes and think-tanks. Editors will be subdivided by states. In other words, a set number of editors will find all universities in California and find the contact information of the various departments in those universities such as Political Science, Economics, International Relations, Law, etc.

All editors will read a set number of submissions and provide a critique on the paper's suitability for publication. However, the Editor-in-Chief and Assistant Editors will have final say on what is published.

Editors with regional specialties or technical backgrounds will be asked to critique papers suited to their background. For example, a paper relating to Egypt's foreign policy will be assigned to an editor with a background in Middle Eastern Politics to provide a more detailed analysis on the merits of the paper.

Depending on workload, the responsibilities assigned to each editor may overlap.

Most of the substantive work on the journal is completed before Thanksgiving and during Winter Break.

Please furnish a **short cover letter** stating which positions you are applying for and a **resume** by **September 30, 2011**. Also, please tell me if you will be **in Syracuse or a city with a major research library during winter break.**

Send application materials to:

Thomas Schafbuch

Editor-in-Chief, Journal on Terrorism & Security Analysis

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