



Historical Association

The voice for history

## Job descriptions: Editor and Associate Editor, *Primary History*

### Editor

The role of the editorial board is to shape the content and focus of coming editions of primary history. These are voluntary positions.

As an editor, your role is to:

- Actively recruit and liaise/correspond with authors and the HA
- Act as a peer reviewer of articles and support the editor of the specific edition
- Take overall responsibility for shaping, managing and producing a specific edition on schedule roughly once per year on a rota with other editors. This will require meeting specific and sometimes tight deadlines for your edition.
- Attend 3 meetings per year (one face to face, 2 virtual) and provide ideas, expertise and support for planning of future editions
- Contribute to writing an article as needed.

On average this represents a time commitment of roughly 12 hours per month, although some months will be busier than others.

### Associate Editor

The role of the editorial board is to shape the content and focus of coming editions of primary history. These are voluntary positions. We welcome applications from all involved in primary history education but we are particularly keen to hear from teachers and those with good knowledge of current issues in schools.

As an associate editor, your role is to:

- Attend 3 editorial board meetings per year (one face to face, two virtual) contributing to shaping the journal, suggesting ideas and recruiting possible authors
- contribute to writing an article as needed
- Support editors with peer review of received articles providing written feedback to the editor
- Contribute to discussions relating to editorial board matters such as special editions or summer resource materials.

This post is ideally suited to class teachers who can support the board with knowledge of current school issues, submitting articles and peer review but who may not have the time to commit to becoming a full editor.