SATIR INTERNATIONAL JOURNAL
(Revised 11/25/17)

Duties of Editor

- Responsible for content and publication for at least one issue per year,

- Ensure ethical practices of the publication,

- Continue to build and maintain an Editorial Board, including development of the vision for the journal

- Establish reviewer guidelines, rating criteria and oversee guidance for high quality reviews,

- Seek and receive submissions,

- Send Articles for review to selected reviewers and/or Board Members or guest reviewers as deemed necessary based on article content and reviewer expertise,

* Accept, reject or request revisions of articles,

- Notify/apprise authors of proposed schedule,

- Preview manuscripts for completeness of content, proper format, permission to use copyrighted material, conformation to APA 6th Edition Publication Manual, as well as any other requirements for publication deemed by University of Victoria,

- Maintain professional communication with authors about reviewers,

- Answer inquiries from prospective authors about submission and publication guidance,

- Coordinate with Inba Kehoe, University of Victoria librarian in charge of of all the e-journals, including Satir International Journal, with the publishing of each issue,

- Maintain contact with the liaison person at VSGN and SIP for the SIJ,

- Actively promote the journal to the relevant community.

- Update the journal's website content as needed

Desired Qualifications

- Interested and willing to commit for a minimum of two years to be the unpaid journal editor,

- Has time available to perform the duties described,

- Ph.D. in relevant field,

- Belongs to at least 2 professional organizations,

- Has knowledge and experience working with the Satir Model

- Proficient in research and evaluation of the Satir Model,

- Familiar with the American Psychological Association 6th Edition style and format requirements,

- Proficient in written English language,

- Has a strong network of contacts including university and Satir connections worldwide through which to solicit writers and reviewers,

- Savvy with online publishing process (Open Journal Systems or similar software)