

# JOURNAL OF CONTEMPORARY EASTERN ASIA

## Call for Managing Editor

### About the role

[\*Journal of Contemporary Eastern Asia \(JCEA\)\*](#) is seeking a Managing Editor to work under the direction of the Editor-in-chief, Dr. Han Woo Park (YeungNam University) and in collaboration with the other Associate Editors to shape the content of the journal.

### About the journal

Journal of Contemporary Eastern Asia (ISSN 2383-9449) is a refereed biannual journal that takes a lead on new scholarship in Asia. The journal is currently indexed in Elsevier's SCOPUS, EBSCO, and DOAJ. In the past, the JCEA was dedicated to the study of current political, social and economic trends in East and Southeast Asia. But now, the JCEA finds unique aspects of Asian scholarship by expanding its scope to (socio-technical) convergence and future (network) studies. The JCEA editors are working very hard to boost the scholarly presence of new Asian scholarship around the world and secure its reputation as an emerging world-class publishing outlet. The editors welcome manuscripts based on original research or significant reexamination of existing literature. Articles are published online, and all peer review processes are administered through the journal's online submission system. We are currently in the process of leveling up to the Web of Science-indexed journals.

### Tasks of the Managing Editor position

- To function as the Managing Editor of the biannual, open access, peer-reviewed scientific journal.
- To work with the Editor-in-Chief and Associate Editors in developing the scheduling, content, and structure of the journal.
- To be the primary copy editor for the journal by overseeing its production from the point of manuscript submission through the publishing of final manuscripts.
- To facilitate Article Processing Charges for manuscripts accepted for submission.
- To successfully conduct the journal editing and proofreading together with the Assistant Managing Editor.
- To maintain manuscript inventory.
- To respond to inquiries from authors, potential authors, and the editorial team members.
- To oversee the review process and editorial decisions handled by Associate Editors.
- To ensure accurate metadata production for each published paper (familiarity with SCOPUS, DOAJ, etc.).

The Managing Editor is expected to spend at least 5 hours a week getting the job done. However, the time needs of the job are dictated by the workflow of the journal and may change.

The Managing Editor position is unremunerated. However, the Managing Editor's APC (Article Processing Charge) will be waived for four years.

The term of the position is March 2023 to December 2025 (four to five issues over two years). The position could be extended afterwards if the managing editor and Editor-in-chief agree on that.

### **Qualifications and other requirements:**

1. Proficiency in English is required.
2. Above ABD in any field of study.
3. Demonstrated ability to assign submitted manuscripts to Associate Editors in their fields. This process is done under the guidance of the Editor-in-chief.
4. Commitment to and understanding of codes of ethics relevant to academic research and publishing, and familiarity with the requirements of the single-blind peer review process.
5. Demonstrated ability to work professionally and meet deadlines.
6. Willingness to work closely and cooperatively with the Editor-in-chief, Managing Editors, Associate Editors, Editorial Board members and, as needed, KISTI (Korea Institute of Science and Technology Information, the website host) administrative and production staff.

### **Desired Qualifications**

1. Proficiency in English is required. Fluency in the Korean language is a strong asset.
2. Broad knowledge in greater Asian-Pacific regions.
3. Basic understanding of scholarly publishing, including the peer review process and its ethical dimensions, citation, and referencing practices.

### **Submitting your Application**

**To apply, you will be asked to submit:**

- CV
- A brief cover letter stating your motivations for the position.

The deadline is **February 10 2023** at midnight (KST).

Submission of applications and questions concerning this call can be addressed to the current Managing Editor, Felicia Istad at [j.c.eastern.asia@gmail.com](mailto:j.c.eastern.asia@gmail.com).