

IJIS Reviews Editor for Portugal: Role Description

The *International Journal of Iberian Studies* has two Reviews Editors who share their responsibilities and tasks; currently we are seeking to fill the position of **Reviews Editor for Portugal**.

The Role of the Reviews Editor for Portugal includes the following tasks:

1. Finding books that are relevant to the research remit of the *International Journal of Iberian Studies* with a specific (but not exclusive) focus on Portugal. This can be done, for example, by contacting publishers to access those books or by encouraging academics in the field to identify and propose books for review.
2. Maintaining and expanding a pool of reviewers who are ready to contribute their expertise to the journal; and encouraging readers of IJIS (although not exclusively) to review in our journal.
3. Reading, editing and ultimately approving submitted reviews ready for publication in IJIS.
4. Being responsible for submitting prepared book reviews to the journal editors according to the schedule of publication for IJIS.
5. Being responsible for ensuring that reviewers complete a consent form prior to publication and sending this with prepared book reviews to the journal editors.
6. Keeping the joint editors informed of book reviews which are being prepared so they can be scheduled to appear in the IJIS publication schedule.

Those interested are asked to provide the following:

- A cover letter in which you demonstrate how you meet the person specification criteria and your suitability for the role as Reviews Editor for Portugal.
- A current CV.

This should be sent to the ACIS Secretary Dr. Siân Edwards: edwardss38@cardiff.ac.uk marked 'IJIS Reviews Editor' by **28 February 2023**.