

# Call for Applications

## Associate Editor



The *Jerusalem Quarterly* (*JQ*) is the leading journal on the past, present, and future of Jerusalem. It documents the current status of the city and its predicaments. It is also dedicated to new and rigorous lines of inquiry by emerging scholars on Palestinian society and culture. Published since 1998 by the Institute for Palestine Studies (IPS) through its affiliate, the Institute of Jerusalem Studies, the *Jerusalem Quarterly* is available online in its entirety at [www.palestine-studies.org/en/journals/jq/about](http://www.palestine-studies.org/en/journals/jq/about).

*JQ* is currently recruiting for the position of Associate Editor—a permanent part-time, remote position. The Associate Editor is part of a collaborative, collegial editorial team.

### Qualifications

- Thorough knowledge of Palestine/Palestinian Studies
- Knowledge of Arabic is required
- Demonstrated outstanding editorial skills, including developmental, structural/substantive, and stylistic editing (experience in journal editing or equivalent professional experience preferred)
- Strong writing skills
- Experience working with non-native English writers in developing their ideas and arguments
- Engagement with political conditions in Palestine and beyond
- Imagination, dynamism, ambition to pursue and actualize projects and articles
- Collaborative, consultative, and collegial
- Ability to work well with authors and editorial staff/team
- Familiarity with new directions in (academic or other) journal publishing and with new modes of diffusing information
- Proficiency in applying the *Chicago Manual of Style* and house style guides
- Proficiency in using Microsoft Office applications

**Key Responsibilities** include but are not limited to:

- **Editing**  
Editing research articles, reflective essays, and interviews for clarity, flow, organizational structure, grammar, and syntax.  
Editing covers everything from the lightest of line-edits and copy-edits (typically the case with outstandingly good writers) to substantial rewriting

(typically the case with non-native speakers of English). Editing might also involve a first round of copy-edits to ensure accuracy per *JQ* house style and basic CMS (e.g., date formatting, capitalization, abbreviation, spellings, numerals, etc.).

Conducting fact-checking/research on select submissions: editing any material always involves fact-checking and can sometimes require substantial research if the subject-matter is unfamiliar; it also requires citational hygiene—in other words, checking each and every endnote for accuracy as well as content and form. Long internet links should also be shortened using special web-based programs.

- **Translations**

Locating and commissioning translators, maintaining a roster of translators.

Reviewing and assessing Arabic materials for possible *JQ* publication in translation. And when needed, polishing/editing translated material.

- **Planning and solicitation**

Working with the Managing Editor, the Executive Editor, and the Coeditors in planning future issues, generating ideas, and identifying authors, keeping in mind balance of topicality and scholarship.

Actively soliciting and commissioning essays and articles (in consultation with the editorial team).

- **Managing relations with contributors**

Nurturing long-term relationships with contributors, ability to work with authors from concept and framing through to final product.

Communicating with authors throughout the editing process, and sometimes before and after depending on the nature of the material involved (commissioned essay vs. peer-reviewed article, for example).

- **Creating content**

Writing occasional content for *JQ*'s social media or blog posts for the IPS, including for *Dafater JQ*.

Occasionally writing article abstracts or introductions to special features for Coeditors and other authors.

Providing other research, editorial, and administrative support to *JQ* as necessary.

- **Team effort**

Occasionally reading articles before they are accepted for publication and giving feedback to the Coeditors or the Managing Editor.

Attending Editorial Committee and Editorial Board meetings and helping to craft meeting agendas.

**Remuneration:** \$12000 annum. This position does not offer any other benefits, except professional development opportunities. Flexible and remote working options are also offered.

**To apply,** submit resume, cover letter, and a writing sample to [jq@plaeatine-studies.org](mailto:jq@plaeatine-studies.org) with “Associate Editor” in the subject line by **15 December 2023**. No phone calls, please. Candidates selected for the first round of the job hiring process will be asked to edit the first few pages of a manuscript.

IPS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or genetic information.