

Call for Applications:
South African Journal of International Affairs
Book Review Editor

The editorial team of the [South African Journal of International Affairs](#) is seeking a dynamic thinker with a broad view of International Affairs and a literary awareness, to fulfill the role of book review editor. As research demonstrates the increasing value of book reviews to busy policymakers, practitioners and academics, we consider the review section as an important part of the *SAJIA* which should receive commensurate attention in the editing process.

Working remotely, the review editor will propose topics and published works to be covered in the review section, as well as creatively source suitable reviewers and liaise with them to ensure books (or e-books) are delivered and reviews returned timeously. A master's degree in international relations or a related field, and a network within the academic community will be an asset. It would be the review editor's responsibility to then finalise the review for publication by the agreed upon deadline.

Specifically, the SAJIA review editor will:

Identify and source newly published books related to international affairs for review, at a rate of five books per quarterly issue of the journal. This entails:

- Staying abreast of current affairs, as well as keeping track of announcements regarding forthcoming books.
- Contacting local and international publishers, with requests to be added to relevant mailing lists, as well as browsing book stores and internet sites such as Amazon for newly released titles.
- Consulting with the journal editor on a regular basis regarding any themes that may from time to time be identified, especially if a special issue is planned.
- Conceiving and planning occasional review essays, in which one reviewer would read a set of related books and discuss these all in one essay, when deemed appropriate. This might be based on themes identified and/or a series of new books released that would be of interest to compare.
- Working with the journal editorial assistant to request the books from the publishers. These would be posted to SAIIA's offices for onward mailing, unless a suitable review author has been assigned to the book in which case the publisher can post it directly to that author.
- As the option of an electronic review copy is becoming more widely available, facility with e-readers such as the Kindle would be beneficial.

Assign and liaise with suitable review authors up through the point of final manuscript submission. This entails:

- Planning ahead, preferably at least two issues at a time (see issue publication schedule below), so that reviewers have ample time to receive a book and read it before writing the review. This will vary depending on the book length, but six months from point of assignment to print date is a typical starting point.

- Guiding review authors with regard to the tone (critical but constructive), format, word count and house style, as well as the Scholar One online manuscript submission process. The SAIIA editor can advise on these points.
- Maintaining supportive contact with the review authors to ensure the reviews are on track, and following up where delays become apparent. The BRE must act in good time to make other arrangements where necessary (ie, pulling another review forward where possible). As reviewers are not remunerated, this requires keeping ahead of the calendar with reminders, always demonstrating tact and patience.
- Managing the process of sending the review forward for typesetting by the publisher, and then checking/correcting proofs on the Central Article Tracking Service (CATS) site.

Publication schedule:

The journal is published four times per year, with reviews processed on a constant workflow basis. Below is the proposed schedule of publication for Volume 28 in 2021:

Issue No	Issue Date	Review due from author	Review in final form on Scholar One
Volume 28.1	March 2021	1 December 2020	15 December 2020
Volume 28.2	June 2021	15 March 2021	15 April 2021
Volume 28.3	September 2021	15 June 2021	15 July 2021
Volume 28.4	December 2021	15 September 2021	15 October 2021

The post would be initially offered for a two year period, beginning on/around 11 January 2021. Applicants should send a CV and cover letter to Martha Bridgman, Editor, SAIIA on saiia.editor@saiia.org.za by 30 November 2020. All shortlisted applicants will be notified and interviewed. SAIIA reserves the right to not make an appointment.

