

CALL: Seeking volunteers to provide editorial assistance to *Personality Science*

The European Association of Personality Psychology (EAPP) is soon launching its new online-only open-access journal *Personality Science* (PS; <https://eapp.org/journals/personality-science/>). We are seeking volunteer-basis editorial assistance to PS who will work closely with the editor-in-chief (Prof. Dr. John Rauthmann) in various tasks and represent the journal outward. The new journal is an ambitious undertaking and thus requires dedicated support from its community. A volunteer position is offered as of July 2020 and is initially available for six months. After that period, it can be prolonged if both parties agree.

Work description:

Handling (the first point of) communications between authors and reviewers and editors, checking submissions, ensuring a smooth workflow, and handling the broad spectrum of digital content management, marketing, public relations, communications, and outreach.

Editorial workflow tasks:

- Formal pre-checking and basic screening of submissions (e.g., checking compliance with quality and reporting standards, checking completeness of submitted materials and information, plagiarism, etc.)
- Contacting authors for improvements (e.g., figures), additions (e.g., missing metadata), corrections (e.g., APA style compliance)
- Checking the final paper version for production (e.g., clearing comments in submissions; compiling all article figures; compiling all needed metadata for article; checking supplemental materials)
- Supporting editors throughout the entire editing workflow (e.g., deadline tracking for reviews)

Communication and outreach tasks:

- Representing the journal on social media (i.e., Twitter, Facebook, blog)
- Actively engaging with readers, authors, and reviewers on social media
- Generating online posts about the journal and making it visible
- Promoting and disseminating of journal articles on different media
- Monitoring the journal's online and offline impact on the field
- Reaching out to authors of underrepresented countries or regions
- Helping authors write non-technical summaries of their work
- Promoting the journal at international conferences
- Helping secure donations and sponsors
- Developing journal flyers and other advertisement materials
- Being a contact person for media and press

Qualifications – absolutely needed:

- Knowledge of types, formats, standards (including ethical standards) of psychological research articles (e.g., standard structure of an empirical article)
- Knowledge of APA writing and formatting style
- Understanding of psychological methods (including data, measures/instruments) and statistics

- Knowledge of standard office software (e.g., MS Office programs)
- Meticulous, reliable, structured, and autonomous working style
- Interpersonal and cultural sensitivity
- Excellent communication skills
- Excellent English skills

Qualifications – nice to have:

- Knowledge of academic publication workflows
- Experience with publishing and writing (academic and non-academic)
- Interested in science and how it can help address societal issues
- Regularly posting and engaging in social media (e.g., Twitter, Facebook, blogs)
- Tech-savviness

Development:

A volunteer position is initially for 6 months (July – December 2020). After a positive evaluation, a longer form of collaboration can be agreed upon by both parties. The EAPP is explicitly looking for long-term volunteers and would thus be happy to discuss long-term options within the PS team.

Remuneration and Benefits:

A volunteer position is initially remunerated with 100 € per month (with variable working hours per week, but usually approx. 10-15 hours). Upward adjustments can be made as of 2021 depending on performance as well as the financial situation of and approval from the EAPP. For the position, you will receive a free EAPP membership, registration fees for European Conferences of Personality (ECPs) will be waived, and journal-related travels (e.g., to conferences) can be covered.

You will get to work with a dynamic editorial team that is seeking to set new standards for publishing with open science practices. In doing so, you will experience the complete editorial workflow of an open-access journal, get to network with various communities in the broad field of personality science, and help build a strong journal for the field.

Interested?

If you would like to apply for a volunteer position, please submit (preferably as PDFs) your current CV along with a 2-page motivational letter in which you describe (a) why you are applying for the position, (b) why you are the right choice for this position, (c) what experiences and skills you already have (see needed Qualifications above), and (d) what you seek to accomplish for the new journal. Please send the materials directly to the journal's editor-in-chief John Rauthmann at [jfrauthmann\[at\]gmail.com](mailto:jfrauthmann@gmail.com). The deadline to submit your applications is June 22, 2020 (23:59 CEST).

Questions?

If you have any further questions, please do not hesitate to contact John Rauthmann directly at [jfrauthmann\[at\]gmail.com](mailto:jfrauthmann[at]gmail.com). He will be happy to provide more information.

We are looking forward to your application!

Best wishes,

The *Personality Science* Editorial Team
The EAPP Executive Committee