

RESEARCH IN MATHEMATICS EDUCATION
(ROUTLEDGE/TAYLOR & FRANCIS)

EDITORIAL ASSISTANT FROM January 2016

Call for Applications

Applications are invited for the position of **Editorial Assistant** of the journal *Research in Mathematics Education (RME)*, from January 2016.

Research in Mathematics Education is the official journal of the British Society for Research into Learning Mathematics (BSRLM). The *RME* Editorship is held jointly by Jeremy Hodgen, Adrian Simpson and Yvette Solomon, with three issues per year being published. The Editorial Assistant supports the Editors in the publication process from article submission to publication. This involves frequent correspondence with authors, reviewers and Editors. The management of *RME* submissions is currently by means of email together with the online platform *ScholarOne*. Appropriate training will be given upon appointment.

In addition, the duties of the *RME* Editorial Assistant include: regular updating of an Excel database which tracks the progress of submitted papers; assisting in correspondence with the publisher, Editorial Board and International Advisory Board; maintaining an account of income and expenditure, to be reconciled with bank statements periodically, and a file of receipts etc.; routine assistance in the final stages of preparing copy for each of the three issues; and managing the online media presence of the journal. The *RME* Editorial Assistant role is well-suited to persons with secretarial expertise and/or graduate students in a related academic field.

The *RME* Editorial Assistant is paid an honorarium of £170 per month, in return for up to 4 hours per week on average, normally over 4-5 days per week, in 48 weeks per year. The location of the *RME* Editorial Assistant is immaterial, conditional on face-to-face meetings with the Editors from time to time.

Applicants for the position should set out their expertise and experience in relation to the role, specifically in relation to text and database capability and online tool management. There is no required format for applications but they should normally be limited to one page.

Applications should be sent as an email attachment to the Editors, at rme@bsrlm.org.uk, by 11th December 2015.

Informal enquiries about the role may be sent to any the *RME* editors, Jeremy Hodgen <jeremy.hodgen@nottingham.ac.uk>, Adrian Simpson <adrian.simpson@durham.ac.uk> or Yvette Solomon <y.solomon@mmu.ac.uk>

The *RME* Editors reserve the right to approach potential candidates by invitation after the closing date for applications.