

***Psycho-Oncology* is looking for an Associate Editor to join its Editorial team from January 2022.**

Applications are invited for an Associate Editor position for *Psycho-Oncology* to handle submissions from North America.

Psycho-Oncology is concerned with the psychological, social, behavioral, and ethical aspects of cancer. This subspecialty addresses the two major psychological dimensions of cancer: the psychological responses of patients to cancer at all stages of the disease, and that of their families and caretakers; and the psychological, behavioral and social factors that may influence the disease process.

The duties of the Associate Editor include.

- Working with the Editor-in-Chief and Publisher to determine editorial policy and procedures and standards for the acceptance of manuscripts.
- Assuming editorial responsibility for manuscripts assigned to the Associate Editor by the Editor-in-Chief, and arranging for and supervising the independent peer review of such manuscripts by at least two suitably qualified reviewers, and recommending a decision.
- Ensuring that each submission adheres to the journal's editorial and ethical policies, and meets generally accepted national and international guidelines for ethical practices.
- Liaising with authors, the Editor-in-Chief, the Publisher, and the journal's Editorial Office on a regular basis to ensure that manuscripts are processed in a timely manner.
- In consultation with the Editor-in-Chief and Publisher, assist in the selection of the Editorial Board.
- Meeting and conferring with the Publisher, Editor-in-Chief and Editorial Board on a regular basis to reflect on the journal's current performance and agree an editorial strategy.

The successful candidate will have an extensive network of contacts both within their respective regions and internationally, will be recognised globally for his or her achievements in the field of psycho-oncology, and hold a good track record of publications and academic achievement.

Candidates will possess the following:

- Broad and extensive knowledge in the field of psycho-oncology
- Excellent written and verbal communication skills
- Ability to work to tight deadlines
- Previous editorial experience
- Based in North America
- A close working relationship with the American Psychosocial Oncology Society (APOS) and able to liaise with the Board of Directors of APOS regarding how the journal can reflect the needs of APOS members as their official society journal

This role involves working closely with the Publisher, the Editorial Team, and members of the Editorial Board to continue to maintain the success of the journal, as well as contributing to its strategic development. The successful candidate will need to be able to devote 8 hours each week to the journal. This does come with a stipend.

Applications should include:

- An up-to-date curriculum vitae.
- A covering letter indicating their interest in the position.

Send applications to: Dr Maggie Watson Editor-in-Chief by **1st September 2021**.

Email: maggie.watson@live.co.uk

Candidates will be notified via email whether they have been shortlisted for interview.