Job Summary for Associate Editors

Position Summary

Aspectus was initially conceived as a professional outlet for the thriving postgraduate History of Art department at the University of York. Our editorial board seeks to publish a body of work that represents the vast array of research being conducted by both the students and alumni of the programme. A team of associate editors are required to oversee the editing and publishing processes of the articles submitted and ensure that the given timeline for the year is adhered to for a smooth and successful publication programme.

Responsibilities and Duties

The associate editors will be responsible for:

- Supporting and monitoring a selected author through the entire editing and publishing process
- Following the publication timeline as set by the Chief Editors, allowing time for various review stages.
- Identifying, contacting, and working with potential peer-reviewers for their author's article
- Editing feedback, conveying it to their author, and supporting them through the editing period
- Working with the chief editors to perform the final proofread of their author's article
- Assisting authors with the process of ensuring that their articles and any featured images do not infringe any libel and/or copyright laws
- Working as part of the larger editorial board to publish the complete journal on time and to an exceptionally high standard

Required Qualifications and Skills

Editorial board members must:

- Be a current PhD candidate at the University of York's History of Art Department
- Be able to commit to seeing the journal through the publication process (October 2025 – October 2026)
- Have exceptional organisational skills and attention to detail
- Have a good eye for editing/proofreading within an academic context (e.g. know how the Chicago referencing style works)
- Have the demonstrable ability to work as part of a team
- Have experience of working to a tight schedule

Application Process

To apply for one of the editorial board member positions, please fill out this form.

The deadline for applications is the **31st of October 2025**.