



Marketing Editor

Role and Responsibilities

The Marketing Editor:

- One of the three main editors of the journal, alongside the Issue Management Editor and Production Editor.
- Organises the team consisting of the Marketing, Social Media, and Web Editors.
- Promotes the journal and attracts submissions for the next issue (Articles, Book Reviews, and Translations). This includes organising conferences, publishing social media content, and other ways of generating publicity, such as listing the journal on appropriate websites.

If you are interested in this role or any other Editorial position, please contact us at:

pg-lts@nottingham.ac.uk



Acquisitions Editor

Role and Responsibilities

The Acquisitions Editor:

- Works in the Marketing branch of the journal with the Marketing, Social Media and Web Editors.
- Promotes the journal to attract submissions for the next issue and new peer reviewers.
- Contacts potential contributors directly and works with the Social Media and Web Editors to produce and distribute marketing material.

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pg-lts@nottingham.ac.uk



Recruitment Editor

Role and Responsibilities

The Recruitment Editor:

- Works in the Marketing branch of the journal with the Marketing, Social Media and Web Editors.
- Identifies which editors are leaving and suggests replacements
- Liaises with new students and satellite editors to attract new editorial staff

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Satellite Editor

Role and Responsibilities

The Satellite Editors:

- Works in the Marketing branch of the journal with the Marketing, Social Media and Web Editors.
- Based outside of Nottingham and responsible for promoting the journal in their area
- Range of responsibilities, works with the Marketing Editors and Issue Management Editors on acquisitions and recruitment

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Social Media Editor

Role and Responsibilities

The Social Media Editor:

- Works in the Marketing branch of the journal with the Marketing, Acquisitions and Web Editors.
- Produces and distributes marketing material through the journal's online accounts and developing promotional strategies with the rest of the Marketing branch.

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Web Editor

Role and Responsibilities

The Web Editor:

- Works in the Marketing branch of the journal with the Marketing, Acquisitions and Social Media Editors.
- Maintains the journal's website and liaises with the IT department to enact any changes that might be required, such as design edits or creating pages for upcoming conferences and events.

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Issue Management Editor

Role and Responsibilities

The Issue Management Editor:

- One of the three main editors of the journal, alongside the Marketing Editor and Production Editor.
- Organises the team consisting of the Contributor Liaison, Peer Review, Book Review and Translation Editors.
- Ensures that all submissions received are double-blind peer reviewed, copy-edited, revised by the contributor and ready for publication and editing by the Production Editor.

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Contributor Liaison Editor

Role and Responsibilities

The Contributor Liaison Editor:

- Works in the Issue Management branch of the journal with the Issue Management, Peer Review, Book Review and Translation Editors.
- Serves as the point of contact for contributors, ensuring that they submit on time and provides them with the feedback from the peer reviewers.

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Peer Review Editor

Role and Responsibilities

The Peer Review Editor:

- Works in the Issue Management branch of the journal with the Issue Management, Contributor Liaison, Book Review and Translation Editors.
- Contacts potential academic and postgraduate reviewers for each submitted article and synthesises the feedback for the contributors to make their corrections.

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Book Review Editor

Role and Responsibilities

The Book Review Editor:

- Works in the Issue Management branch of the journal with the Issue Management, Contributor Liaison, Peer Review and Translation Editors.
- Copy-edits the book reviews submitted to the journal.
- Finds newly published books for new contributors to review that fit with the themes of the journal.

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Translation Editor

Role and Responsibilities

The Translation Editor:

- Works in the Issue Management branch of the journal with the Issue Management, Contributor Liaison, Peer Review and Book Review Editors.
- Finds contributors to submit a translation of an article that fits with the journal.
- Works with the Peer Review Editor to find an academic peer reviewer for each translation and proofs finished translations.

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Production Editor

Role and Responsibilities

The Production Editor:

- One of the three main editors of the journal, alongside the Marketing Editor and Issue Management Editor.
- Organises the team consisting of Assistant Production Editors.
- Oversees the production of the finished journal. This includes typesetting and formatting the articles, book reviews and translations in an issue and making sure that all the contributions are copy-edited and formatted in line with the journal style guide.

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Assistant Production Editor

Role and Responsibilities

- The Assistant Production Editors work in the Production branch of the journal with the Production Editor.
- The Assistant Production Editors are responsible for typesetting and formatting all the articles, book reviews and translations in an issue and making sure that all the contributions are correctly copy-edited.
- If you are interested in this role or any other Editorial position, please contact us at:
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