

Nordic Journal of Nursing Research

Applications are invited for the post of Editor in chief as well as for the post as Editorial Assistant for Nordic Journal of Nursing Research (NJNR)

NJNR has two openings, one for the post as Editor and Chief (EiC) and one for the post as Editorial Assistant (EA). Both are 20% posts for an initial term of 24 months preferable starting January 2025 (Starting date are open for negotiations). Please submit your application by 30th of April 2024. Salaries will be based on the applicant's present wage span.

About the Journal

NJNR is an open access international, peer-reviewed scientific journal which aims to provide a forum for advancing the knowledge in the broader field of nursing and midwifery. NJNR strives to publish high quality papers of international relevance that will make an important contribution to the field of nursing, nursing education and to the methodological development in nursing science. As an open access journal accepted papers become published as soon as the publication process is finalised supporting rapid availability and fast access for authors and readers in downloading publications of interest. To familiarise yourself with the journal, please visit <https://journals.sagepub.com/home/njn> for additional information about the Journal and the publisher SAGE journals.

Role descriptions

Nordic Journal of Nursing Research are seeking a new Editor in Chief and Editorial Assistant to for a new Editorial team. Both roles require working in close collaboration with the Swedish Society of Nursing (the employer) as well as with the publisher SAGE Journals on all aspect of the journal.

Operationally the EiC and the EA will share most tasks and responsibilities while the EiC will be the main liaison between the Swedish Society of Nursing and the publisher. The main objectives for both positions will be to coordinate a smooth and timely publication process while overseeing editorial aspects from submission to publication or reject. Close collaborations are therefore also warranted between the editors and the SAGE Peer-Review and Production teams. The submission and review process occur online through the Scholar One Manuscript Central of which both editors will have full access to. Tasks and responsibilities of the roles may include, but are in no circumstances limited to the following:

- Taking on administrative tasks as required; revising automated letter bank, clearing, and sorting referee database, adding new referees etc.
- Communicating with authors, SAGE, production team as well as with the Swedish Society of Nursing.
- Dealing with quires from authors and the SAGE production team
- Act as referee in times of shortages.
- Ensure a timely publication process, that is keeping track on the number of days submissions are in the system.
- Ensuring that all submission meet aim/scope of the journal and that they follow standard requirements (authors instructions), as well as actively check each submissions similarity index (plagiarism) before sending any manuscripts out for review.
- Proofreading accepted papers parallel with the authors ensuring that editorial and layout requirements are meet.
- Annually order a publisher's report from SAGE as well as put together the editorial team's report for the yearly feedback to the board of the Swedish Nursing Association
- Review members of the editorial board every 2nd year

- Communicate and hold an annual meeting with the editorial board
- Advertise and promote the journal in various contexts such as at conferences, internet both in general but also for special calls decided upon by the editorial team.
- Recruitment referees.
- Invite authors for special issues
- Compile special papers online at different occasions
- Highlight special occasions by writing innovative editorials

Some of the role and responsibilities are open for negotiations with the present Editorial team as well as with the employer Swedish Society of Nursing.

Candidates Specification

Applicants need to have a PhD and an established scholarly record in the context of research into nursing. Applicants must have strong organizational skills, be prolific in both Swedish and English and having the residency in Sweden. The successful candidate should have at least two years' experience from academia after their PhD (post-doctoral level) and wanting to gain editorial experiences in scholarly publications. Candidates need to feel comfortable dealing with multiple tasks, liaising with different stakeholders and responding to varied queries within the context of manuscript processing. Both roles warrant a reasonable experience of getting published and in a variety of methods. It will be extra meritorious if the applicant for the position of EiC is an associate professor/professor. The successful candidates will begin working with the present Editorial team to shape a workflow and agree the full range of responsibilities of their roles preferable during late autumn 2024 before fully taking on their roles in January 2025. Their initial term will run to December 2027.

Application Procedure

Applicants are requested to submit a covering letter detailing why they are interested in the position as well as their suitability for the position. The application should also entail a short CV which should be accompanied with one peer-reviewed publication of your choice considered to best represent your writing style and method knowledge. Please note that the short CV should contain the applicants Orcid number. Last date for applying is the 30th of April 2024. Shortlisted applicants will be invited for a digital interview.

Send in your application via e-mail to Marie Iwarzon (Marie.Iwarzon@swenurse.se). Please state what position you are applying for in the subject line (NJNR Editorial in Chief/Editorial Assistant). If you have any questions about the positions before you decide to apply, please be welcome to contact either Gunilla Borglin (Gunilla.Borglin@ldh.no) or Katarina Sjögren Forss (Katarina.sjogren.forss@mau.se)