

# THE INDIAN SOCIETY FOR ECOLOGICAL ECONOMICS

C/o Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi, India 110 007

Indian Society for Ecological Economics (INSEE) wishes to appoint a Managing/Professional Editor on a part time basis for its journal *Ecology, Economy and Society*.

## **Indicative list of functions, tasks and responsibilities:**

Interface between

1. members of the Editorial Board, and facilitate communication between them
2. contributors and editorial board
  - a. Receiving submissions, sending acknowledgement upon receipt on behalf of the Editorial Board
3. Editorial Board and referees
  - a. Communicating with the Referees as per the direction of the Editorial Board/Editor
  - b. Keeping track of submissions sent to Referee
4. Editorial Board and copy editor
  - a. Checking the submissions for the style and format
  - b. Sending the final version of the paper to the Copy Editor
  - c. Proof read the type set Manuscript and carry out the necessary changes
  - d. Communicate with the Editorial Board on finalising the Print Version
5. Editorial Board and printer
  - a. Sending the type set version to the Printer to ensure smooth and timely publication of issues
  - b. Checking the print copy for quality (text, figures, images, tables, colour)
6. Editorial Board, INSEE Office and Web Manager
  - a. Ensure receipt of the printed version of the journal at INSEE Office
  - b. Ensure receipt of e-version by the Web manager

## **Qualifications and skills**

*Essential*

1. A Bachelor's degree
2. Reasonable familiarity with desktop publishing software
3. Reasonable experience with (semi) academic publishing organisations or journalism
4. Familiarity with scholarly publishing style guides and manuals
5. Excellent English editing and communication skills
6. Proficient in office applications (MS Office or equivalent)
7. Capable of undertaking above tasks independently online

*Desirable*

1. A Master's or higher degree in economics, ecology, mass communication or related disciplines
2. Familiarity with online publishing
3. Familiarity with scholarly internet tools.

Interested persons may send their application by email to INSEE Office, through [insee\[at\]iegindia.org](mailto:insee[at]iegindia.org) with (a) complete Curriculum Vitae with qualifications, skills and experience and (b) expected monthly emoluments

Notes:

1. First set of applications will be scrutinised on 21st March, 2018 and every fortnight thereafter till the position is filled.
2. Hard copy applications will not be accepted.
3. Interview may be conducted on a five-day notice, over phone/Skype.
4. Incumbent will be expected to assume the responsibilities on 1st May, 2018.

28th February, 2018

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