

# EDITING GRADUATE ASSISTANTSHIPS

The CLAS Editing GA will work on projects for the editors of the [\*Journal of Religious Ethics\*](#).

The *Journal of Religious Ethics* (*JRE*) is the premier international journal for the critical analysis of the ethical dimensions of religious traditions and ways of life. It specializes in comparative religious ethics (including, for example, Jewish, Christian, Muslim, Buddhist, Confucian, Native American, and Hindu ethics); foundational conceptual and methodological issues in religious ethics; and historical studies of influential figures and texts. A quarterly online publication, the *JRE* is co-edited by Dr. Diana Fritz Cates (University of Iowa) and Dr. Irene Oh (George Washington University). It is produced in collaboration with Wiley Press. The GA will be a member of an editorial team and work under the direct supervision of the Co-Editors.

Duties will include:

1. Participating in weekly editorial meetings via Zoom.
2. Monitoring the journal's email and responding to ordinary inquiries.
3. Managing the journal's online data base and its semi-automated communication system: corresponding with authors, making reviewer requests, sending follow-up emails, ensuring that edited essays are uploaded, etc.
4. Copy-editing and formatting essays according to the *JRE* Style Guide; the *JRE* follows the *Chicago Manual of Style* author-date citation system.
5. Maintaining a Google Doc that projects which essays will go into which upcoming issue (i.e., helping with issue planning and building tables of content).
6. Generally keeping up to speed on the front end of the editorial and production process.

This position is best suited for applicants with research experience; training in the academic study of religion or philosophy; and well-honed analytical and writing skills. Persons who are interested in the study of religion who are in the fields of literary studies, anthropology, psychology, history, or related fields may also be suitable. Strong organizational skills, reliability, and the ability to facilitate effective, personable, and professional communication with scholars are essential qualifications. The Editorial Assistant role is excellent for learning about all sides of the editorial and publication process, developing strengths in data management and communication, demonstrating collaboration and teamwork, and building professional networks.

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