

## UPJA Editor Position Description

**Application deadline:** 23:59 AEDT (UTC +11) Wednesday January 5th.

### What is UPJA?

The *Undergraduate Philosophy Journal of Australasia* (UPJA) is the first undergraduate philosophy journal run by students from the Australasian region. You can learn more about us on our website: <https://upja.online/>. You can also check out our previous issues here: <https://upja.online/volumes/>

### What's involved?

- Initially acting as Associate Editors for the first half of 2022, before transitioning to Editors-in-Chief in the second half of the year.
- As an Associate Editor, you will learn from and assist the Editors-in-Chief in all aspects of producing Volume 4, Issue 1, which will be published towards the middle of 2022.
- As an Editor-in-Chief, you will take full control of running the journal, including recruiting and training future editors and producing Volume 4, Issue 2.
- In addition, the editorial team aims to organise and host two UPJA Virtual Conferences each year.
- This role involves a time commitment of approximately 6–8 hours per week.

### Who are we looking for?

- All students from institutions in Australia, New Zealand, and Singapore – undergraduate and graduate, as well as those who've recently graduated – are eligible to apply.
- Two professional and enthusiastic individuals who can commit from February 2022 to February 2023.
- People who work well in teams, take initiative, and can work to deadlines.
- Applications from women and other members of underrepresented groups are particularly encouraged.

### Why act as an editor for UPJA?

- Contribute to the growth of undergraduate philosophy in Australasia.
- Have the opportunity to shape the development of UPJA.
- Learn about the management of a peer-reviewed publication.
- Work with like-minded peers.
- Develop your skill in critically engaging with philosophical work.

### Application process

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1. Fill out this application form.
2. Upload a sample of your best philosophical writing in the Google Form (ideally over 2,000 words).
3. Shortlisted candidates will be invited to submit a mock review of a paper and attend an interview in the fortnight following the application deadline.

## FAQs

- *What's the time commitment for this position?*

Around 6-8 hours a week on average. It will likely be a bit uneven over the course of the year; some periods in the publication cycle tend to be busier than others. Under the current model, it's expected that you meet via Zoom with the editorial team and work on the journal twice a week, and each session should take about 3-4 hours.

- *How many people will be on the editorial team?*

There will be four people at any one time on the team: two Editors-in-Chief and two Associate Editors.

- *Can I only commit to this position for less than a year?*

No.

- *How involved in the running of UPJA are faculty advisors?*

UPJA is a student-run publication. Faculty advisors are available for advice but are not involved in day-to-day decisions.

- *Can I apply if I am not a philosophy major?*

In principle, yes. There's no requirement that editors for the journal must major in philosophy. However, you do need to have extensive knowledge in academic philosophy at an undergraduate level.

- *Is this a paid position?*

No, unfortunately.

- *Can I still submit papers to this journal if I become an editor?*

No. We wish to avoid conflicts of interest.

- *Do I need to have relevant experience in journal editing to apply?*

No. Experience is but one of the factors we will take into consideration.

- *Will I get any training for the role?*

Yes. You will work with the two Editors-in-Chief for the first half of 2022, before transitioning to Editors-in-Chief in the second half of the year. We'll familiarise you with our processes so that you're ready to become Editors-in-Chief in your second semester.

- *Do I need any technical skills, such as those needed to run a website, in order to apply?*

No. We'll also familiarise you with how to run our website (it's relatively straightforward).

- *Can I still apply if I have not previously submitted a paper to or acted as a referee for the journal?*

Yes.

- *If I am selected, when will the job commence?*

February 2022.

- *Should I polish my writing sample before I submit it?*

This is up to you. All else being equal, a better writing sample gives you a competitive edge. That said, we evaluate applications holistically, so it's not the be-all and end-all.

- *What are you looking for in an application?*

Some key qualities we are looking for include an ability to uphold the values of the journal, strong philosophical judgement, commitment and organisational skills, good teamwork, initiative, and creativity.

- *I am not sure if I should apply/I still have other questions.*

Get in touch at [contact@upja.online](mailto:contact@upja.online) and we'll be more than happy to answer further questions.