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**Editor of Hermeneutic Circular**

A brief outline of the key duties, responsibilities and skills involved as Editor of the Hermeneutic Circular now follows.

The role includes:

* Setting the production schedule dates and deadlines for each issue
* Publicising deadlines, soliciting contributions
* Corresponding with authors as needed
* Editing the accepted contributions for quality, grammar, editorial style etc
* Writing an editorial if desired
* Handling advertisement enquiries and send out order forms; receive the ads and order forms
* Maintaining standing information (SEA contacts, copyright, advertising information)
* Sourcing illustrations if desired (the designer also does this)
* Compiling the final editorial and advertising contents for an issue and sending them to the designer
* Reading proofs and make corrections

The Circular is currently published in October and April, so most of the work occurs in August/September and February/March - first in a phase of receiving, selecting and editing the contents, and secondly at the proof-reading stage.

Familiarity with existential therapy and an eye for the details of English grammar, spelling and punctuation are obviously useful for the job. Being able to plan well, to organise content, and to meet deadlines is also very helpful, as well as some creative, imaginative thinking.

The person taking on this role would receive appropriate support as they learn what’s involved, including initially shadowing then being supported by the incumbent as they assume the lead. **If you are interested please email the Secretary at** **secretary@existentialanalysis.org.uk** **or express your interest at the upcoming AGM**