



Journal of African Elections

Part-time and remote position for the JAE Managing Editor

Annexure A – Request for quotation form

Company or individual name:	Date: Quotation number:
Client information	Applicant information
Physical Address: 14 Park Road, Richmond, Johannesburg, South Africa Email address: eisa@eisa.org Telephone number: +27 11 381 6000	Physical Address: Email address: Telephone number:
Description of position or project:	
The Journal of African Elections (JAE) is seeking an experienced academic editor with an interest in African politics to manage the biannual publication of the journal. The Managing Editor is a professional responsible for the Journal's publishing operations and development and delivery of all editorial content. Managing Editor tasks include assigning articles for review, maintaining a database of reviewers, editing articles, developing an editorial calendar and maintaining publication deadlines.	
Task:	Amount:
Coordination of double-blind review process: Receive and acknowledge papers submitted to the JAE for review. Share with appropriate reviewers from the reviewers database. Based on 2 editions per year.	
Editing: The JAE produces two editions per year. Each edition is comprised of an average of 9 articles of approximately 7500 words.	
Cooperate and communicate with the editorial board: Participate in bi-annual editorial board meetings. Update on JAE paper contributions and brainstorm on possible contributors and topics.	
Total amount:	

