



Editor
International Journal of Market Research (IJMR)

About the IJMR

Founded in 1958, the aim of the International Journal of Market Research (IJMR) is to be the leading primary authoritative source of information about excellent practice and new thinking in market research, insight and data analysis worldwide.

The IJMR provides a bridge between practitioners and academics to share, discuss and debate all aspects of research, insight and data: applications, methodologies, new technologies, technology and methodology adoption and adaption from related areas, solutions, strategic and management issues.

Role and Rationale

The objective of the Editor role is to manage the IJMR's peer-review process to ensure sufficient high-quality submissions are available to fill the required 6 issues per year.

In addition, the Editor's role is to support the IJMR Editor-in-Chief in ensuring that:

- IJMR is published to a consistently high standard.
- IJMR continues to be regarded as one of the world's most rigorous and stimulating journal combining market, opinion and social research.
- The IJMR continues to expand its editorial reach to include new practice and thinking within the data sciences, data analytics and applied methodologies and technologies.
- The Journal reflects key emerging issues and trends among research, insight and data practitioners and academics.
- The Journal attracts submissions from around the world, maintaining an appropriate international editorial balance.

Principal Accountabilities

1. The principal editorial accountabilities of the Editor are the completion of the editorial operations which includes to:
 - a) Comport with accepted ethical and peer-review standards, including best practices as identified by the Committee of Publication Ethics (COPE), or the International Council of Medical Journal Editors (ICJME), or the Council of Science Editors, or as otherwise defined by SAGE Publishing.
 - b) Co-ordinate the full peer review process using the SAGE Publishing web-based submission system; including but not limited to the following:



- Liaison with Editorial Board members to select and invite referees for review of articles;
 - Completion and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making;
 - Determine and communicate decisions on IJMR articles and submissions.
- c) Liaise with the Editor-in-Chief regarding special issues including but not limited to the following:
- Approval of suitability of special issue proposals;
 - Liaison with Editorial Board members to select and/or approve a guest Editor;
 - Selection of peer reviewers and overseeing peer review. The Editor retains full editorial control over the special issue content and may request additional reviews or reject manuscripts;
 - Completion and full peer review of all articles, reviewing peer reviewer comments, communicating necessary changes to the contributor and assessing final contributor changes before final decision making;
 - Determine and communicate final decisions on IJMR articles and submissions; and
 - Using all opportunities to solicit content
- d) Co-ordinate receipt of at least 2 independent reviews on most submissions (except desk rejects and non-peer reviewed materials such as Viewpoints and Conference notes)
- e) Source and manage recommended Reviewers.
- f) Ensure all international Associate Editors (as applicable) are using the SAGE Publishing web-based submission system fully.
- g) Ensure that any objections to the propriety of the peer review process must be investigated and reported to SAGE Publishing.
- h) Promptly respond to author queries, escalating or referring any issues to the Editor-in-chief and/or SAGE Publishing as needed.
- i) Liaise with the SAGE Publishing Peer Review Manager who provides support for the Journal.
- j) Address and respond to any production queries or requests within 2 working days, especially concerning author issues or finalizing table of contents.
2. The support the Editor-in-Chief for the Editorial Board management which includes to:
- a) Support the IJMR Executive and Editorial Boards ensuring that the Boards are working effectively;
 - b) Assist in the preparation of quarterly meetings of the IJMR Executive Editorial Board meeting
 - c) Attend occasional meetings with MRS and/or SAGE Publishing as required; and
 - d) Assist MRS and SAGE Publishing with the selection and successful transition to the next Editor as and when required.
3. Deputise for the Editor-in-chief when required.

December 2018