



Dear reader,

The Cambridge Journal of Human Behaviour is now calling for reviewers and editors to join the team!

CJHB is an interdisciplinary, international journal that publishes the best undergraduate work from a variety of disciplines including psychology, biological and socio-cultural anthropology, and natural sciences. All our reviewers and editors are (and will be) trained by a *Nature* masterclass or with the University of Cambridge's School of Biological Sciences to understand various peer-review methods, how to construct a decision letter, and confidentiality.

Applications can be sent via this short form [here](#). (DEADLINE: 1 March 2023.)

Once accepted, a call for Associate Editors (all disciplines), Managing Editors (Biological Anthropology and Social Anthropology positions only), and Editor-in-Chief(s) will be made, requiring a formal interview process with the outgoing Editorial Board. Once positions are allocated, there will be a period of shadowing with outgoing editors, allowing incoming editors to be guided and familiarised with the Journal's processes.

Reviewers:

- Reading manuscripts, leaving comments and suggestions with another collaborator, and completing a peer-review feedback form.

Associate Editors:

- Overseeing the peer-review process of two reviewers, writing a decision letter, and sustaining communication with the author. Responsible for the final acceptance/rejection of the manuscript.

Managing Editors:

- Conducting an initial screening of manuscripts and assigning Associate Editors and Reviewers to each manuscript received (with close attention to confidentiality and who has access to various documents).
- Overseeing all manuscripts within your section: ensuring that Associate Editors are on schedule with the peer-review process and returning reviewed manuscripts to authors.
- Liaising with Outreach Officers to secure speakers and events during terms.
- Updating the section's spreadsheet with all relevant information, reporting updates in Editorial Board meetings.
- Ensuring that commentaries are written per article published (by allocating a reviewer or editor).

Editor-in-Chief(s):

- Screening all manuscripts that come in. Keeping track of when reviews are complete, decision letters are sent, when author revisions/resubmissions have been completed, ensure copyediting is completed in time (via master spreadsheet).
- Running Editorial Board meetings 3–4 times a year.



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- Ensuring that all authors sign copyright contracts and the Journal's policies are kept up-to-date.
- Sustaining conversations between all editors, reviewers, and officers.
- Being ready to intervene in any conflicts of interest, ethical matters, or author issues.

Please note that whilst reviewers and associate editors will have a necessarily low-to-mid-intensity commitments, both managing editors and editor-in-chief(s) are demanding positions that require close attention to the handling of manuscripts and keeping a close and strict track of all processes.

Any inquiries, please email ec750@cam.ac.uk and for more information about our processes and publications, visit our website: www.cjhumanbehaviour.com

Yours sincerely,

Edoardo Chidichimo
Cambridge Journal of Human Behaviour
Founder & Editor-in-Chief (2022–2023)

