



# **National Organization of Human Services**

## **Manuscript Editor**

### ***Journal of Human Services***

The *Journal of Human Services* is published once per year by the National Organization for Human Services and distributes peer-reviewed research articles, conceptual pieces, brief notes, and book reviews to an audience of educators, students, and practitioners.

The Journal Editorial Staff is seeking a Manuscript Editor to assist the Assistant Editor with thorough reviews of accepted manuscripts for APA 7 compliance, grammar, Microsoft Word formatting, and accuracy of reference.

The candidate for the position should have:

- a) an earned graduate degree in a helping field (e.g., master's or doctoral) and
- b) extensive knowledge of writing mechanics, APA 7, Microsoft Word, and the research process.

The Editorial Staff hopes to train the selected candidate over the summer during a probationary period to prepare them for full responsibilities in the fall. The position is work-intense during the fall and spring semesters when the Journal is preparing accepted manuscripts for spring publication. The weekly time commitment is variable, ranging from approximately 1-5 hours.

Please visit the NOHS website for full descriptions of the Organization and the Journal and email the Chief Editor, Dr. Kristy Carlisle, with questions at [journals@nationalhumanservices.org](mailto:journals@nationalhumanservices.org).

Candidates meeting all requirements and interested in having a Zoom meeting with the Editor to discuss qualifications and fit should send a brief cover letter explaining qualifications and a full CV to [journals@nationalhumanservices.org](mailto:journals@nationalhumanservices.org).