

RESEARCH ASSOCIATE (MANAGING EDITOR), ASIAN JOURNAL OF COMPARATIVE LAW

The Asian Journal of Comparative Law (AsJCL) is seeking a dedicated and detail-oriented **Managing Editor** to join our team. This position offers an excellent opportunity to engage with cutting-edge research on Asian legal systems, contribute meaningfully to high-quality legal scholarship, and gain hands-on experience in academic publishing. You will gain insight into peer review and editorial decision-making processes and become part of a vibrant network of scholars across Asia and beyond. This role is ideal for someone looking to deepen their understanding of comparative law in the Asian context, strengthen their academic writing and editing skills, and build a solid foundation for an academic or legal career.

ABOUT THE JOURNAL

The Asian Journal of Comparative Law (AsJCL), published by Cambridge University Press, is the leading forum for research and discussion on the law and legal systems of Asia. It welcomes theoretical, empirical, socio-legal, doctrinal, and comparative work that focuses on one or more Asian jurisdictions or compares them with non-Asian legal systems. The journal particularly values contributions that reflect an intimate understanding of Asian legal systems and offer insight into how these systems operate in context. For more information, please click [here](#).

ROLE AND RESPONSIBILITIES

Reporting to the Editors-in-Chief, the Managing Editor will oversee the day-to-day operations of the journal and ensure the smooth progression of manuscripts through all stages of the editorial process. Key responsibilities include:

- Managing manuscript submissions and peer review via the ScholarOne Manuscripts platform
- Monitoring and improving editorial workflows
- Making initial editorial assessments of incoming submissions
- Liaising with authors, reviewers, and editors throughout the peer review and publication process
- Coordinating with Cambridge University Press on production matters
- Ensuring the high quality of published content by engaging in and overseeing the copyediting process (including managing copyeditors)
- Managing and developing the journal's social media presence and digital outreach
- Preparing reports and organising editorial board meetings
- Supporting Subject Editors and Book Review Editors
- Maintaining editorial policies and guidelines, and updating them as needed
- Contributing to the journal's ongoing strategic and editorial development.

REQUIREMENTS

The ideal candidate will:

- Hold a good undergraduate law degree (LLB) and preferably a Master's degree (LLM, MA, or equivalent)
- Demonstrate excellent command of (legal) English, including strong grammar, punctuation, and syntax skills, and familiarity with legal terminology
- Be meticulous and detail-oriented, with a sharp eye for spotting textual inconsistencies and errors
- Possess strong communication skills, with the ability to interact professionally and clearly with authors, reviewers, and the editorial team
- Be well organised, able to manage multiple tasks and editorial timelines efficiently, and meet deadlines without compromising on quality
- Show initiative and a collaborative spirit in working with an international, interdisciplinary editorial team
- Have a strong interest in legal scholarship and academic publishing, particularly relating to Asian legal systems.
- *Prior experience in academic publishing or editorial work (as an author, editor, or research assistant) is an asset.*
- *Familiarity with editorial management systems such as ScholarOne is advantageous but can be acquired on the job.*

POSITION DETAILS

Type: Full-time, one-year contract with the possibility of renewal upon satisfactory performance

Location: Faculty of Law, National University of Singapore

HOW TO APPLY

Applications are to be submitted via the NUS Career Portal [here](#). These should comprise:

- a cover letter outlining your interest in the position and relevant qualifications;
- a curriculum vitae, detailing your academic background and any prior experience in editing, writing, or publishing;
- a sample of your writing or editing work, preferably from an academic or legal context;
- the names and contact details of at least two referees who may be contacted for a reference.

CLOSING DATE

The closing date for the receipt of applications is **20 July 2025**. Late applications will not be considered.

CONTACT INFORMATION

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