

Reviews Editorship of *Tuttitalia*

There is an immediate vacancy for the reviews editorship of *Tuttitalia*.

The main duties of the reviews editor are:

- To request books and resources from publishers
- To send each item to one of a panel of reviewers
- To ensure that reviews are written within a reasonable time frame after publication of the item concerned
- To receive and collate the reviews, and to edit them in accordance with ALL Style Guidelines
- To submit the completed reviews section to the editor of the journal and/or to the General Editor of the ALL journals by agreed deadlines
- to receive proofs from the General Editor, correct them and return them promptly

In order to carry out these tasks the reviews editor needs to be aware of current developments in the teaching of Italian in the UK, to be able to liaise efficiently with publishers and with reviewers, and to be competent in editing reviews carefully and standardising them as necessary. Previous experience in editing or publishing would be an advantage, but is not essential, as an induction and ongoing support will be provided by the General Editor.

Editors of ALL journals are required to be members of ALL or to become members before taking up their duties.

To apply for the editorship, send a brief CV and a covering note giving reasons for applying to the Director of ALL, Linda Parker, either via email to info@all-languages.org.uk or to the ALL office at the University of Leicester, University Road, Leicester, LE1 7RH. The General Editor of the journals, Richard Littlejohns, will be happy to discuss the role of the reviews editor informally with anybody interested in applying. He can be contacted at editor@all-languages.org.uk.