'The successful Editor will have responsibility for managing all non-journal publications produced by the Press from submission to final publication. Reporting to the Director, UWI Press, and the appointee will assume the following duties: Submissions Management, Track all submission entries, Identify appropriate peer reviewers to ensure the integrity of a double blind peer review system, Preparation of submission materials for Press Editorial Committee consideration; Communication with reviewers and Communication with authors. Editorial: Copy-editing and proofreading, Review and revise content for accuracy and quality including spelling, grammar, punctuation, and syntax, Ensure content adherence to House Style and/or Chicago Style, Preparation of files to meet production and publication deadlines.'