

Information for potential co-author for the second edition of [Effective Personal Tutoring in Higher Education \(2018\)](#)

What will be required?

A significant amount of planning and work for the second edition has taken place resulting in a proposed structure. The co-author will provide the content for this new structure (and critically review the structure itself as appropriate).

Specifically, the work will be to:

- write the introduction;
- write one new chapter;
- review, revise and update existing chapters;
- collaborate on other new content, as appropriate.

What type of co-author are we looking for?

We are looking for a person who:

- has previous experience of writing and publishing, either within UK higher education generally or specifically on personal tutoring/academic advising in UK higher education;
- has the capacity and willingness to complete the work;
- keeps to deadlines;
- works collegially;
- is an effective communicator.

What is the timeline?

Please read the accompanying timeline document and the stated deadlines prior to applying. This is an overview of the timeline, the specifics of which can be discussed with the successful applicant.

How do I apply and by when?

If you feel you meet the criteria above, please send an expression of interest (approximately 500 words) and your publication record as one Microsoft Word document to:

dave.lochtie@open.ac.uk by **Sunday 3rd September**. This should include how your skills and experience meet the above criteria. We anticipate that the outcome will be communicated by the end of September/ early October. Please **do not** send your CV.

If you have any questions not answered by the above information, please contact:

dave.lochtie@open.ac.uk