

NYS TESOL JOURNAL

Editorial Job Description

Managing Editor (ME)

Once the CFP is closed the managing editor begins sorting through submissions. ME is responsible for Feature Articles from beginning to the end of the process.

ME checks all FA submissions and makes the first decision to accept/reject in consultation with Editor in Chief. Then, ME does the following:

1. Processes submissions by making a list of all FA submissions;
2. Assigns reviewers to FA;
3. Sends out blinded copies with letters to reviewers;
4. Receives reviews and reads them;
5. Logs review scores;
6. Decides if third review needed;
7. Contacts Editor in Chief to find reviewers for 3rd review (Specialists)
8. Contacts 3rd reviewer and sends out the manuscript;
9. Receives the 3rd review and contacts Editor in Chief;
10. Makes collaboratively final decision on the manuscript;
11. Sends out all letters: mismatched (if not suited for journal, or not suited for a special issue of the journal – if one special issue is being run); rejections and acceptance letters (for FA only);
12. Coordinates with authors regarding any specific needs for additional revisions (for FA only);
13. Starts the copyediting process by sending all manuscripts to in-house copy-editor (Ceil);
14. Receives and reviews (briefly) copy-edits;
15. Sends them back to authors in an email;
16. Reviews revisions (all must ask authors) to do track editing and write a document indicating what they changed, and what they didn't and explain why.
17. Finalizes all copy-edits for FA by reviewing them briefly.
18. Sends all files to Ceil for formatting;
19. Creates a Table of Contents for FA and works with all editors on ToC for other submissions;
20. Coordinates copy-editing and formatting with Ceil.

21. Once everything formatted and copy-edited, ME reviews the entire manuscript for any outstanding content inconsistencies.
22. Once all checked, MS sent to Mark, the web master who creates the issue and then ME and Editor in Chief do one last check: pagination, order of items on TofC, any last minute issues with name spelling and other typos;
23. Editor in Chief approves final copy to go live.
24. Editor in Chief and Communications VP for NYS TESOL and Director of Publications for NYS TESOL then work on promoting the issue.
25. Web master sends links to all authors, past and present.

NOTE: ME is point person for working with copyeditor and web master. ME sends and receives manuscripts from copyeditor/web master and sends them to authors for further work or approval of final version. ALL FINAL versions (with any editorial changes) MUST BE APPROVED BY AUTHOR. Very small typos or grammatical issues are within ME's and EinC's power to amend without author's approval (see website for disclosures regarding this).

ME's work as related to BR

ME does the following

1. Receives BR submissions and makes a list;
2. Does the first Yes/No decision-making process regarding the submissions (in consultation with Editor-in-Chief).
3. Once the submissions that will go through the review process are listed;
4. Assigns reviewers to each BR;
5. Sends BR manuscripts (MS) s to BR editor with the reviewers already assigned to each BR;
6. BR editor then is fully in charge of blinding the MSs and sending them out to reviewers in an email with evaluation rubric attached).

Editor: Brief Reports

1. Creates tracking system for reviews (see above ME work related to BR; repeat those steps)
2. Is in touch with reviewers and authors (copy Me on the emails unless otherwise arranged or expressly declined by ME to be copied);
3. Conducts the revision process if needed;
4. Contacts ME and Editor in Chief if contested reviews (need for 3rd review);
5. ME and EinC assist with 3rd review
6. BR editor handles correspondence with authors;
7. Makes final decisions on all BR's (inform ME);
8. Sends out all letters for BR (signs and copies ME)
9. Collaborates with ME on TofC (see ME job list # 12-25).

Editor: Materials Reviews (MR)

MR is in charge of Materials Reviews submissions. These submissions are typically peer-reviewed (by MR editor) and if needed, sent out to one more reviewer (typically in house, by asking another editor to take a look). S/he will either review the ones

submitted, or if none submitted, work on soliciting at least one if not two per issue. S/he will be working with Editor-in-Chief to invite submissions for this category and to promote the call for MRs online.

If there are submissions, the MR editor does the following:

1. ME forwards MR submissions to editor.
2. MR Editor makes a list of submissions;
3. Reviews each to make initial decisions which to accept for review;
4. MR Editor does first review and writes comments;
5. If any issues, sends to managing editor for decision.
6. Sends reviews out to authors;
7. Corresponds with authors regarding revisions;
8. Supervises revisions;
9. Receives final versions and checks them;
10. Prepares Table of Contents for MR (order of MRs) and sends to ME;
11. Sends final version (revised after review process) to ME;
12. ME takes from there as point person with copyeditor and web master.

Editor: Reader's Comments and Responses

RR is in charge of Reader's Comments submissions. These submissions are typically peer-reviewed (by RR editor) and if needed, sent out to one more reviewer (typically in house, by asking another editor to take a look). S/he will either review the ones submitted, or if none submitted, work on soliciting at least one if not two per issue. S/he will be working with Editor-in-Chief to invite submissions for this category and to promote the call for RRs online.

If there are submissions, the RR editor does the following:

1. ME forwards RR submissions to editor;
2. RR Editor makes a list of submissions;
3. Reviews each to make initial decisions which to accept for review;
4. RR Editor does first review and writes comments;
5. If any issues, sends to managing editor for decision.
6. Sends reviews out to authors;

7. Corresponds with authors regarding revisions;
8. Supervises revisions;
9. Receives final versions and checks them;
10. Prepares Table of Contents for RR (order of RRs) and sends to ME;
11. Sends final version (revised after review process) to ME;
12. ME takes from there as point person with copyeditor and web master.

However, so far, RRs have been coming in slowly so for almost every issue, we solicited RRs from people in the field that we knew were either researching or working in the specific area related to the published article in NYSTJ. So we would contact that colleague and ask them to read the article in NYSTJ and see if they would like to comment/respond; or if they would like to share the article with colleagues at work and see if any teacher or administrator would like to respond. Ideally, we'd like to receive 2-3 responses per issue but we need to advertize the call for responses a lot more strategically.