

## Materials Review: K-12 Description

A new position of "associate co-editors" for books and materials reviews has been formed.

### Job Description:

You would be the point person for books that may be of interest to K-12 TESOL teaching crew. It would involve either pre-selecting 1-2 worthy textbooks or scholarly books, published within the last 2-3 years and possibly soliciting reviewers? Or selecting 1-2 books and we would then post invitations online for people to review.

The job is not imagined to be overwhelming or time-consuming. It is really more of an opportunity to highlight some useful and strong materials people may benefit from using.

### What you will do:

To start, make sure you read submission guidelines and page limits as indicated on the main journal page.

- Identify textbooks or scholarly books that may be of interest to NYS TESOL audience.
- A good way to start is to scan NYS TESOL Journal's published reviews so far.
- These reviews will provide an idea what the journal is doing.
- Select a book that you feel would be a useful book to have reviewed.
- Send an email to Editor in Chief with details about the book.
- After brief consultation with the Editor-in-Chief, you can move to assign an invited reviewer.
- Identify one colleague from the field who may be invited to review the book you selected.
- The review is typically sent to you and me. We both look at it and may ask, if needed, additional people in the Editorial Office to review it.
- Remember, it is peer-reviewed, not blind reviewed. Peers are colleagues with Ph.Ds. working in the field.
- We may ask a member of the review board to review it and give feedback upon need.

- If the review is invited, it rarely gets rejected (almost never).
- All reviews need to be revised, typically.
- The production line for materials reviews is slightly different from the other sections, but in general, you need to be guided by this:

Peer-reviewers (Editorial Office) need 2-4 weeks to review and send out the feedback. The author gets about 2-3 weeks to revise.

Typically, there are about two rounds of readings and reviews. It could take up to 2 months.

The production process takes about a month, so the final version needs to be in by end of December. It goes to the in-house copy-editor Ceil and she works with you and the author to copy edit, set in templates, etc.

The entire process, in the best of circumstances, takes about 3 months.