Incoming *College & Research Libraries* Editor Duties

**First 6 months**
- Edit/update LibGuide
- Train on OJS (Open Journal Systems) (find workshop online?)
- Field author initial queries
- Review papers (as assigned by editor, depending on successful candidate experience)
- Review proofs (with editor, for each issue)
- Set up board meetings (manage doodle poll, call for agenda, take minutes)

**Second 6 months**
- Triage (with editor) incoming submissions (desk reject, on to peer review, etc.)
- Reconcile (with editor) peer reviewer reports and write feedback to authors
- With editor, make decisions about papers
- Update spreadsheet of upcoming issues’ slate (and starting prepping editorials for these issues)
- Do final edits on accepted papers
- Work with social media editor to plan “dialogue” strategy

**Editor**

**Regular duties**
- Field author queries and troubleshoot author accounts (4-8 per week)
- Manage incoming submissions (about 6 per week)
  - Screen for relevance, scope, originality, author guidelines
  - Select and send to peer reviewers
  - Reconcile revisions with previous reviewer comments/feedback (and send on to same reviewers if possible)
- Review reviewer feedback and make determination
  - Select other reviewers as needed (for additional expertise or feedback)
  - Reconcile feedback and provide comments to authors (be as transparent as possible)
  - Read closely and provide comments/marker
  - Make a decision
- Acknowledge reviewers (this is not done automatically – editor needs to click on each)

**Accepting papers**
- Do final edit and collation of accepted papers
- Add papers to publication schedule/slate
- Accept in OJS and send email within system to author (and insert issue date into author email)
- Send Dawn Mueller copies of accepted papers (in batches) via email with the publication schedule spreadsheet; copy social media editor

**Bimonthly actions (tied to publication schedule and on a timeline)**
- Write editorials or invite guest authors to write editorials
- Review issue proofs (including all articles, book reviews, columns)

**Quarterly responsibilities**

- Get updates from book review editor, social media editor
- Run reports on journal activity
- Set up quarterly virtual meetings
  - Set time
  - Agenda
- Run meetings
  - Minutes
  - Reports
- Attend PCC (Publications Coordinating Committee) meetings (virtual)

**Yearly activities**

- Do C&RL workplan report
- Do C&RL annual report
- Review volunteers for consideration as board members (invite any with publication record not chosen to be peer reviewers?)
  - Consider involving board more? Recruiting and promoting? Selection?
- Run reviewer performance report
  - Thank you letters to authors, reviewers, and board members
  - Send “appreciate your service” letters to those not continuing
- Set up meeting for annual (shift to planning/strategy session rather than reporting?)
- Plan for programming at annual (this needs to happen very early)
- Renewal of contracts for journal officers (ACRL does but make sure they want to continue – ask in February!)
- Consider special issues (either guest edited or special topic, or look at the queue of accepted and see if a topical issue can be created)

**As needed**

- Engage in recruitment of guest editors, authors, and/or reviewers for special issues
- Field readers’ suggestions and/or concerns
- Make reconfigurations or enhancements to OJS (forms, email scripts, etc) and troubleshoot (with ACRL staff)
- Update C&RL web site (author guidelines, etc) as required
- Enhance LibGuide to clarify any issues or offer guidance (and address upgrades or changes to process)

**Coordinated efforts**

- Check in with book review editor on process
- Work with social media editor to have a unified and proactive voice for the journal (encourage dialogue in social media)
- Consult with C&RL News editor regarding submissions that may be more relevant for C&RL News
**Ongoing initiatives**

- Explore opportunities for open peer review
- Incorporate book review process into OJS
- How to implement developmental peer review
- For incorporate reviewer credit into OJS
- Adopt the CREDIT taxonomy for authorship?
- Embed social media more effectively in journal (and vice versa)
- Seriously consider article-based publishing (find ways to shorten time from acceptance to publication)
- Find a way to get plagiarism check access (Turnitin? iThenticate?)
- Figure out additional training/guides for reviewers and authors – podcasts, videotaped workshops, more substantial and specific content on guides