TESOL Quarterly Editor Search
Call for Applicants

The TESOL Board of Directors invites applications and nominations for the position of editor of TESOL Quarterly. The editor serves a 5-year term: 1 year as associate to the current editor and the next 4 years as editor. The new editor’s associate year begins in January 2013, and the 4-year editorship concludes with the December 2017 issue. Although the editorship has traditionally been held by one person, the Board also welcomes applications from two editors to function as co-editors or from one editor who may subsequently appoint an associate editor. The new editor must be a TESOL member in good standing no later than 1 January 2013.

A peer-reviewed journal, the Quarterly reaches more than 7,000 subscribers throughout the world. Its mission is to foster inquiry into the teaching and learning of English to speakers of other languages by providing a forum for TESOL professionals to share their research findings and explore ideas and relationships within the field of second-language teaching and learning.

The editor of the Quarterly directs and implements journal policy within the mission and financial parameters established by the TESOL Board of Directors. The editor is responsible for the academic content of the Quarterly, and for professional leadership in obtaining and organizing peer reviews of appropriate material that represents a variety of research methods and orientations. The TQ editor will work closely with the Managing Editor at Wiley Blackwell to oversee editing and production. As a volunteer, the editor receives an honorarium of US$4,000 per year along with reimbursement of some expenses to attend the annual TESOL convention. The Association also contributes to the support of an editorial office at the editor’s institution. If more than one person shares the editorship, their support will be negotiated, but no more than one office will be funded.

The search process has three phases:

1. **Phase 1:** Applicants submit a letter of application, a curriculum vitae, and the names, titles, and contact information (including e-mail) of three referees who can evaluate the applicant’s editorial abilities. The application deadline is **17 September 2012**, though earlier applications are strongly encouraged. All applications must be submitted electronically to Dr. Gulbahar Beckett, Chair of the Search Team: gulbahar.beckett@uc.edu.

2. **Phase 2:** Short-listed applicants respond to a questionnaire concerning their academic publishing experience.

3. **Phase 3:** The Search Team interviews finalists, who may be asked to complete a brief editorial task.

TESOL seeks individuals with a broad perspective on the profession, proven organizational abilities, and a strong commitment to excellence in research. Applicants should be in a situation that allows them adequate time to handle the work of the Quarterly without compromising their responsibilities in their salaried positions. The Search Team is particularly interested in receiving applications from TESOL members in good standing who

1. have a recognized research and publication record
2. have an established record of editorial work
3. are committed to the further development of the Association’s mission
4. can demonstrate potential for institutional support

For more information, please contact Dr. Gulbahar Beckett, Chair of the Search Team, gulbahar.beckett@uc.edu, or visit the TESOL Quarterly Web site, www.tesol.org/tq.
Responsibilities of the *TESOL Quarterly* Editor

**Acquisitions Responsibilities**

- to fulfill the vision and mandate set by the Board of Directors through the Serial Publications Committee
- to oversee the acquisition of manuscripts as appropriate
- to review and maintain guidelines for contributors specific enough to invite quality manuscripts that address *TQ*’s mission
- to appoint an Editorial Advisory Board and departmental editors
- to direct the Editorial Advisory Board and departmental editors regarding the review and selection of quality manuscripts
- to oversee the work of the section editors, ensuring they stay on mission and on schedule, and to be the final arbiter for selecting and rejecting manuscripts

**Editing Responsibilities**

- to maintain a field office with appropriate staff and equipment with consultation and support from TESOL staff
- to coordinate the editorial work of the field office with the Publications Manager
- to edit manuscripts for content and style or to delegate such responsibilities as necessary
- to query authors or delegate such responsibility as necessary
- to coordinate transmission of electronic copy to the assistant editor

**Liaison Responsibilities**

- to collaborate with the Board of Directors through the Serial Publications Committee
- to guide the mission of the *TQ* (e.g., ideas for expanding the readership, increasing the contributor pool)
- to report to the Serial Publications Committee on the progress of the *TQ* biannually
- to establish, promote, and maintain contact with the editors of peer publications
- to establish, promote, and maintain contact with the affiliates, interest sections, and general membership of TESOL
Desirable Qualities in a *TESOL Quarterly* Editor

The *TQ* editorship is demanding in intellectual, emotional, and practical ways. The person who assumes the post should possess the following qualities (not listed in rank order):

**Scholarly and Technical**

- **Excellent and demonstrated writing skills**: The job requires evaluating and editing the writing skills of others. The editor must be able to write clearly and gracefully: An editor who does not write well cannot reasonably assess contributions nor will that editor’s judgments be respected.
- **A track record of published articles in well-respected journals and magazines**: The editor needs to have published widely in highly regarded publications to demonstrate the requisite knowledge of the field. The editor also needs to know how it feels to have his or her work reviewed and edited to understand how contributors are likely to respond to the editor’s ministrations.
- **Ability to work with the Board of Directors and TESOL staff without compromising the Quarterly’s mission and integrity**: The editor has to be willing to cooperate with the Board (in terms of vision) and with TESOL staff (in terms of money, scheduling, and production) while advocating for the Quarterly, its mission, and its authors.
- **An understanding of the importance of scheduling**: The Association can’t afford delays in publication. Our subscribers, including more than 1,500 libraries, and our advertisers expect the journal to appear on time.
- **Financial common sense**: The journal operates within a fixed budget. To meet that budget, the editor sometimes has to live with a degree of imperfection (e.g., allowing minor errors to stand in page proofs, doing without unbudgeted equipment, managing without extra personnel).
- **A reasonable knowledge of editing principles and APA style**: Although an experienced professional copy editor will provide support, the editor still needs to have a basic sense of how to mark up a manuscript, how to interpret a copy editor’s marks, how to instruct a printer, how to communicate with a contributor, and how long a given editorial process may take.
- **A reasonable level of comfort with technology**: The editor will be expected to familiarize him- or herself with the online submission system ScholarOne and work with Wiley Blackwell for all electronic editing and production processes. The editor should also be familiar with Microsoft Word editing tools.

**Affective**

- **Tact**: The editor must be able to work cordially with his or her institutional staff and funding sources, TESOL staff, contributors, fellow editors, and the Editorial Advisory Board. The editor must exercise tact and even charm when dealing with the numerous people necessary to making the journal a success.
- **A sense of when to say “no” to interesting projects**: The editorship is time consuming and schedule driven. The editor won’t have much time for other projects.
- **The ability to handle sometimes unfair criticism**: Contributors may not take kindly to rejection and may resort to ad hominem attacks. Also, with a readership of 7,000+ members, each with an opinion of what the Quarterly should include, the editor needs the grace and fortitude to withstand intermittent barrages of criticism.
- **A good sense of humor**: The editor must focus on large intellectual issues as well as minute administrative details every day for 5 years. Past editors have remarked that readers only comment on your mistakes, not your achievements. A good sense of humor helps to alleviate stress.
About TESOL Quarterly

TESOL Quarterly Mission Statement

The mission of the TESOL Quarterly is to foster inquiry into the teaching and learning of English to speakers of other languages by providing a forum for TESOL professionals to share their research findings and explore the ideas and relationships within second language teaching and learning.

About TESOL Quarterly

TESOL Quarterly, a professional, refereed journal, was first published in 1967. The Quarterly encourages submission of previously unpublished articles on topics of significance to individuals concerned with English language teaching and learning and standard English as a second dialect. As a publication that represents a variety of cross-disciplinary interests, both theoretical and practical, the Quarterly invites manuscripts on a wide range of topics, especially in the following areas:

- psychology and sociology of language learning and teaching
- issues in research and research methodology
- testing and evaluation
- professional preparation
- curriculum design and development
- instructional methods, materials, and techniques
- language planning
- professional standards

Because the Quarterly is committed to publishing manuscripts that contribute to bridging theory and practice in our profession, it particularly welcomes submissions that address the implications and applications of research in, for example,

- anthropology
- applied and theoretical linguistics
- communication education
- English education, including reading and writing theory
- psycholinguistics
- psychology
- first and second language acquisition
- sociolinguistics
- sociology

The Quarterly prefers that all submissions be written in a style that is accessible to a broad readership, including those individuals who may not be familiar with the subject matter. TESOL Quarterly is an international journal. It welcomes submissions from English language contexts around the world. For more information about TESOL Quarterly, please visit TESOL’s Web site, www.tesol.org/tq.
TESOL Quarterly Editor Application Questionnaire

Please respond to the following questions. If two persons are applying as co-editors, each should answer Questions 1–15. The person whose institution will host the TESOL Quarterly editorial field office (and whose institution may receive financial support from TESOL) should answer Question 14 and submit the Statement of Institutional Support on page 8. Both candidates should answer Question 15 together.

Personal Information

1. Name ____________________________________________________________

2. Professional affiliation (institution) ________________________________

3. Professional address _____________________________________________
   ________________________________________________________________
   Telephone _______________   Fax _____________________________
   E-mail address ________________________________

4. Home address __________________________________________________
   ________________________________________________________________
   Telephone _______________   Fax _____________________________
   E-mail address ________________________________
Editorial Experience

Please answer on a separate paper.

5. What experience have you had editing other professional colleagues’ work for publication? Describe in detail.

6. What writing mistakes or grammatical indiscretions particularly annoy you? Please list at least five of your pet editing peeves.

7. Please provide a copy of your most recent published research article and comment on the following:
   - What does your article demonstrate about you that would qualify you to be the editor of the TESOL Quarterly?
   - In what ways do you believe that this article would be (or would not be) appropriate for publication in the TESOL Quarterly?

8. Using the article you provided for the previous question, please comment on the following:
   - What kinds of feedback on your article did you get from reviewers and the journal editor before publication?
   - Which aspect of this feedback did you most appreciate, and why?
   - Which aspects of this feedback did you not like, and why?

9. Based on your own experiences of receiving editors’ and reviewers’ comments, what practices and methods of commentary would you bring to the editorship of the TESOL Quarterly, and what would you avoid?

10. Which linguistics or ESOL-related journals do you read regularly and which have published your work?

11. How should a research article make its conclusions accessible to a classroom practitioner?

12. Why do you want the job of TESOL Quarterly editor?

13. Of your personal and professional qualities, which most fundamentally qualify you for the position of TESOL Quarterly editor?

14. Will you institution provide you with support (e.g., release time, equipment, supplies, personnel) if you are the Quarterly editor? If so, what kind of support? (In addition to your answer to this question, be sure to submit your institution’s Statement of Institutional Support, page 8.)

15. If two people are applying as co-editors, please describe your previous experience working together, and briefly sketch how you would work together on the TESOL Quarterly.
Statement of Institutional Support

To Whom It May Concern:

A member of your faculty is applying for the position of Editor of TESOL Quarterly, the prestigious scholarly journal published by TESOL International Association. The term will run from January 2013 to December 2017. The many demands of this position require support from the editor’s institution, as well as from the Association. TESOL’s budget includes some funding for the expenses of a field office and some travel expenses to the annual TESOL convention. Although the editorial selection is not tied to the amount of institutional support, the Association hopes to ensure that the Editor will have optimal conditions to succeed during his/her 5-year term.

Following discussion with the applicant, please indicate below the types of support that your institution or administration will be prepared to offer should the individual be selected as the Editor. This page must be submitted with the individual’s application. Thank you for your consideration in this matter.

The university is prepared to offer the following levels of support should (name) be selected as Editor of TESOL Quarterly.

___ release time
___ some travel expenses
___ office expenses (usually for communication, mailing, office supplies)
___ graduate student assistance
___ other: (please explain)

Name:______________________________ Signature:____________________________
Title:_______________________________
Date:______________________________
Applicant’s Name:_____________________________