

Medical Library Association

Editor, *Journal of the Medical Library Association (JMLA)* Position Description

REPORTING RELATIONSHIP:

The volunteer editor of the *JMLA* is an appointed official of the association and serves at the pleasure of the Board of Directors. Appointment is typically to a three-year term, which may be renewed once. The editor's appointment begins at the annual meeting and subsumes responsibility for *JMLA* issues published in the three subsequent calendar years.

GENERAL RESPONSIBILITIES:

The editor is responsible for developing the content of the *JMLA*, in keeping with budgetary requirements, to support the mission and goals of the association.

SPECIFIC RESPONSIBILITIES:

1. The editor coordinates the solicitation, review, revision, and acceptance/rejection of all manuscripts submitted to the *JMLA* in accordance with *JMLA* policy and procedures. The editor is responsible for insuring the accuracy of references to published articles (this function is usually delegated by the editor). The editor works with headquarters staff who perform copy editing functions, and oversee the production, electronic distribution, and mailing of the *JMLA*.
2. The editor has the final authority regarding selection of materials for publication in the *JMLA*, with the exception of those materials that are published as directed by association policy (i.e., association records, Janet Doe lecture, and president's page).
3. The editor may include one or more editorials in each issue. Editorials may be written by the editor; prepared by the president, the executive director, and other association members to communicate the association's public stance on various issues; or solicited from other qualified individuals by the editor.
4. The editor is responsible for appointing individuals to the Editorial Board. The Board should be composed of individuals whose experience and backgrounds enable them to provide advice and consultation to the editor on the development of the journal. The Editor may consider adding one or more non-MLA members to the Board in order to add to the breadth of experience and viewpoints. Editorial Board members are appointed to 3 year terms which may be renewed. The Editor is expected to consult regularly with the Editorial Board (including a meeting at the MLA annual meeting). Editorial Board members may be called upon to serve as manuscript reviewers, although this is not their primary function.
5. The editor appoints all volunteer editorial personnel required to facilitate publication of the *JMLA*. These positions may include, but are not limited to, book review editor, electronic resources review editor, proceedings editor, building projects editor, and cover editor. Identification of personnel shall take into consideration the qualifications required for each position, the editorial direction of the *JMLA*, and appropriate readership representation.
6. The editor is responsible for developing a pool of peer reviewers and providing adequate training for them. Peer reviewers should be selected primarily from the MLA membership, but the editor may include non-MLA members when necessary to identify individuals with particular expertise.

7. The editor, in consultation with the director of publications, and the editorial board as appropriate, develops policies and procedures for solicitation, submission, review and acceptance of material appearing in the *JMLA*. Long range policy changes or changes in the mission or goals of the *JMLA* are proposed to the executive director and/or president, as appropriate. Items requiring approval by the board of directors are referred to the *JMLA* board liaison.
8. The editor works with the director of publications to prepare the *JMLA* Editorial Board budget annually and keeps the director of publications, and the editorial board, apprised of major developments throughout the year.
9. The editor, director of publications, and other appropriate headquarter's staff annually establish and carefully adhere to the production schedule for the *JMLA*.
10. The editor works with the editorial assistant and the director of publications to make sure that the *JMLA* Policies and Procedures Manual, the *JMLA* website, and the *MLA* Style Manual are up to date.
11. The editor prepares midwinter and annual reports on the *JMLA* including information on the submission and acceptance rate. The reports should also outline significant actions that have occurred during the reporting period. At the request of the *MLA* Board, the Editor may meet with the Board to discuss issues of relevance to the journal.
12. The editor serves as an ex officio member of any task forces and ad hoc committees related to *JMLA*. The editor convenes the Board annually, at the Annual Meeting of the Medical Library Association.
13. At the completion of their term, the editor serves a 6 month term as past editor, during which time they provide training and support to the incoming editor. The editor and past editor are jointly responsible for content of the first issue produced in the new editor's term

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