

JSHA Journal Editor – Volunteer Position Description

JSHA is seeking a volunteer to fill the position of Journal Editor to begin in January 2018. The person will work with the current editor from January – July 2018 to learn the current journal development processes as well as build relationships with the current article writers and technical editing /publisher personnel. The person will then assume the duties of JSHA Journal Editor duties for the JSHA Journal 2019 cycle and beyond. The position also includes a membership as a Director on the JSHA Board of Directors.

Scope:

The Journal Editor leads the Editorial Committee which includes personnel from the JSHA Board of Directors and any other volunteers the Journal Editor recruits to assist with content reviews. The Journal Editor is responsible for managing the annual production of the journal of the Johannes Schwalm Historical Association, *The Hessians*. JSHA has a printer on contract (Sheridan Press) as well as a Layout Editor, (Ms. Laura Ho) to support the production of the journal.

The following responsibilities are included in the Journal Editor's annual work load to produce the JSHA Journal:

1. Budget Development and Business Management.
 - a. Assists the JSHA Treasurer in developing a budget for journal production for each calendar year. Budgets are developed during October for approval at November JSHA Board Meetings.
 - b. Manages the budget throughout the year to include approving external support staff invoices.
 - c. Attends the JSHA Board Meetings and reports on status of journal production and budget.
 - d. May request reimbursement for personal expenses related to producing the annual journal. Such expenses may include equipment/supplies for home office, internet services, and phone services directly related to duties as editor.
 - e. Assists in researching production companies and in developing requirements for contracts with publishers. The editor manages contracts with external support staff to include layout editors and publishers.
2. Article Solicitation. Solicits potential articles for publication, through the following ways:
 - a. Works closely with Editorial Staff and Director of Military Research to determine the availability of authors who have previously published in the journal.
 - b. Determines if there are previously published articles which are multi-part and therefore require further submissions.
 - c. Through communication with the Editorial Committee, attempts to solicit new authors who may have recently researched the topic of Hessians during the American Revolution.
 - d. Confirms with regular contributors about prospective articles, i.e. All in the Family, recipe article, book review, membership lists, etc.

- e. Provides the JSHA Board of Directors with a proposed table of contents containing the articles planned for the annual journal.
3. Communication. Communicates closely with the JSHA Editorial Committee, especially the Director of Military Research. This is done with electronic mail, phone calls and monthly teleconferences to coordinate and track journal content development. Communication is also essential with the potential authors, the layout editor, and the printer, through the following ways:
- a. The first step is to communicate with the printer, which is currently Sheridan Press. Sheridan is informed of the date of the JSHA annual meeting, where journals are distributed to membership. Sheridan determines the required timeline for printing, shipping, and delivering the journals in time for the annual meeting.
 - b. The layout editor is then notified of printers' timeline. The layout editor will use the printer's deadline to determine the time needed for the journal's layout and composition. She will designate a deadline for the layout and production of the journal.
 - c. Once the production timeline has been established, the editor communicates with each of the selected authors, advising each of the required timelines for all steps of submissions.
 - d. The JSHA Authors' Guidelines are shared with all authors. Authors are informed that Turabian's Guide is the style guideline to be used.
4. Production. Throughout the production process, the editor provides structure, by continuing to communicate timelines and work with the authors, through the following ways:
- a. All authors' first submitted Word documents are forwarded to the Editorial Staff for review of content and style.
 - b. After first submissions have been reviewed by Editorial Staff, the submissions are returned to the editor, who forwards all comments, edits, and suggestions to the authors and requests that they make the recommended changes to their submissions.
 - c. Authors then submit their revised Word documents to the editor for submission to the layout editor who converts the Word documents into Portable Document Format (PDF) proof documents. The proofs are returned to the editor for review by the authors.
 - d. Editor distributes the proofs to the authors and coordinates any changes that authors may make require.
 - e. Revisions are then returned to the layout editor who makes changes and returns to the editor for final review.
 - f. The editor determines if all revisions have been incorporated into the article, and gives final approval to the layout editor. If changes have yet to be made, the process is repeated.
 - g. The editor also works closely with authors to provide graphics or images to illustrate their articles. Image requirements, set by the layout editor, must be followed. All images are submitted for approval so that high resolution reproductions can be assured. Copyright regulations must be determined and fulfilled.

- h. Images and text for the front and back covers are submitted. Laura determines if the image resolution is appropriate and then designs the covers, using the JSHA template and color selection.
- i. The editor reviews copyright page information and determines ISBN number, and passes that information to the layout editor.
- j. The layout editor submits to the editor a paginated journal, with an approved table of contents. Front and back covers are submitted to the editor in a separate file.
- k. The paginated journal and covers are then reviewed and proofed by the editor for final approval. At this point the journal files are submitted digitally to the printer by the layout editor.
- l. All shipping and handling information is then submitted to the printer by the editor.

Skills and qualifications:

- a. Experience with Microsoft Office products – Word, Excel
- b. Experience with email
- c. Ability to communicate verbally and in writing with historians, genealogists, and technical writers.
- d. Knowledge of Turabian writing style.
- e. Experience with print publishing. (Optional)
- f. Experience with electronic publishing (Optional)
- g. Published Author (Optional)
- h. Previous Editor Experience (Optional)
- i. Knowledge of the American Revolution (Optional)
- j. Skills in German Language translation (Optional)
- k. Knowledge of American History in general (Optional)

Interested persons should submit resume to JSHA President Ross H. Schwalm at pahessian@gmail.com by December 15, 2017. If you have any questions, feel free to contact Ross via email or at 571-330-2745.