

Job Description

Editor of the *Papers of the Bibliographical Society of America* (*PBSA*)

March 2, 2021

Reporting Structure & Compensation

The Editor reports to the BSA President and the Chair of the Publications Committee. Negotiations for compensation for the Editor, team, or a partnering institution by means of an agreement begin at \$16,000.

Major functions of the position

The Editor oversees publication of four issues of the *Papers of the Bibliographical Society of America* (*PBSA*) journal each year (March, June, September, and December). This work includes editorial operations (selecting, editing, and proof-reading submissions and overseeing correction of issue proofsheets), as well as shepherding articles through the peer review process. The Editor of the *PBSA* works closely with the Managing Editor/Book Reviews Editor and the production team at the University of Chicago Press and supervises the Managing Editor/Book Reviews Editor.

The Editor is responsible for the editorial direction of the journal, which serves to fulfill the mission of the Bibliographical Society of America to foster the study of the material text in all media. The editor serves as an ex officio member of the Publications Committee and the BSA Council and attends all meetings of both bodies.

The Editor of *PBSA* will work with the Council and Publications Committee toward reaching the goals outlined for the journal in the Society's [Equity Action Plan](#) (EAP). As outlined in the EAP, the BSA seeks to broaden *PBSA*'s coverage to include works that represent a wider array of textual artifacts from diverse authors in English and in other languages and to address issues of equity related to the composition and role of the Editorial Board.

2. The expectation is that this position is part time, about 10 hours weekly. The primary duties of the editor involve processing all manuscripts offered to the journal, from initial submission to final publication, as well as overseeing general administration of the journal and Society relations, including:

Editorial duties

- Evaluate submitted manuscripts
- Evaluate peer reviews and decide whether to accept, accept with revisions, recommend revise and resubmit, or reject a submission

- Revise accepted manuscript to conform to disciplinary standards and the *Chicago Manual of Style* (17th edition)
- Work with authors to finalize revisions of manuscripts slated for publication
- Coordinate with authors corrections of proofsheets
- Copyedit articles and bibliographical notes
- With the University of Chicago Press, assemble each issue
- Proofread final typeset articles and assembled issue
- Create the annual volume index and cumulative table of contents for each December issue.

Journal administration:

- Oversee the editorial direction of the *PBSA*
- Assign accepted manuscripts to future issues, typically on a first come, first served basis
- Solicit peer reviewers for submissions
- With Book Reviews Editor, insure a timely slate of books reviews for each issue
- Maintain spreadsheet tracking status of article submissions
- With the BSA Executive Director, coordinate publication of the current Society Info section in each issue
- Maintain and update a list of peer reviewers
- Attend meetings of the publication committee
- Maintain digital archive of all editorial and administrative documents and materials.

Coordination with Society:

- With the Publications Committee, plans special issues of the *PBSA*
- Deliver a status report of the journal to the BSA Council at its annual January meeting.

The BSA President will be happy to respond to immediate questions about the duties involved by email (president@bibsocamer.org), but candidates should also consult the [call posted on the Society's website](#). The BSA also encourages nominations for the position by email to Nick Wilding, Chair of the Publications Committee, at publications@bibsocamer.org.