

National Back Exchange COLUMN COMMISSIONING EDITOR Job Description and Procedures

General

- Work to agreed procedures and attend meetings.
- Set the policy – the aim of the publication
- Suggest authors and editorial coverage
- Assist in the production of the editorial for each issue
- Ensure publication dates are adhered to
- Monitor the performance of the publication
- Proof read as required
- Assist the editorial team in other tasks as required
- Attend courses that assist in enabling the effectiveness of the role.
- Maintain confidentiality regarding discussions and proposals raised at meetings

Specific

- Responsible to and work closely with the editor
- Co-ordinate the requests for articles
- Identify and contact possible contributors
- Ensure contributors given the guidelines on the production of materials for publication – copyright, typeface, length etc.
- Ensure contributors know the date for submission of articles
- Ensure articles submitted to agreed dates
- Receive articles and pass to a panel or ‘expert’ for review
- Sub-edit articles and submit proof to author
- Ensure final draft is proof read and sent to editor for agreed copy date
- Identify panel and/or ‘expert’ to review each contribution
- Ensure contributors receive, sign and return letter agreeing to the terms for contribution – send to the editor
- Notify editor of contributors requiring payment