

National Back Exchange COLUMN LITERATURE REVIEW 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
- Oversee the production of literature and book review section
- Maintain the review system for literature and books
- Obtain material for publication in consultation with the editorial team
- Identify 'experts' to review literature and books
- Co-ordinate and liaise with people identified to review literature and books
- Ensure contributors receive, sign and return letter agreeing to the terms for contribution – send to the editor
- Ensure reviews undertaken according to specified review system
- Ensure reviewers complete and submit reviews to agreed schedule
- Sub-edit and if necessary submit proof to reviewers
- Ensure final drafts proof read and submitted to editor for agreed copy date
- Ensure editor has the information for acknowledgements, references and stated copyrights