

Call for Applications – Managing Editor *Northwest Science*

Deadline: May 1st, 2023

The Northwest Scientific Association invites applications for Managing Editor of its quarterly journal, *Northwest Science*. The Managing Editor is paid \$2,000 per issue, which generally includes 6-8 articles, 1-3 notes, 1-2 book reviews, and occasional announcements, and which ranges across all aspects of natural history in the northwestern United States and western Canada.

The Managing Editor provides technical/copy editing and mediates the publication process between authors and the press at Washington State University. The duties complement those of the journal's Chief Editor, who is responsible for the journal's scientific content, and who manages peer reviews through interactions with authors and a board of associate editors.

Major duties of the Managing Editor include:

- Manage publication agreements with authors (track and obtain signatures, correspondence with authors, maintain records)
- Review articles for technical writing and formatting after acceptance by the Chief Editor, submit manuscripts to WSU Press for design and typesetting
- Provide authors with galley proofs from WSU Press. Confirm and verify changes with authors, Chief Editor, and WSU Press before publication online at BioOne and in print through the Press
- Update and verify information for inside front and back cover, as well as journal announcements
- Manage the journal's finances, including invoices and receipts for page charges and for article reprints requested by authors
- Manage subscriptions and provide mailing list to WSU Press for distribution of the printed journal. Manage claims process for missing issues
- Work closely with WSU Press regarding journal production and distribution
- Archive high resolution pdfs of each issue's content for NWSA files

To apply for the position, or for inquiries, please contact:

Lucy Kerhoulas, Cal Poly Humboldt: Lucy.Kerhoulas@humboldt.edu.

Applicants should send a resume and letter expressing interest and indicating your availability.

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