

SEARCH FOR MANAGING EDITOR OF *HISPANIA*

The American Association of Teachers of Spanish and Portuguese (AATSP) is seeking a Managing Editor for its highly acclaimed academic journal *Hispania*, published quarterly:
www.aatsp.org/?page=Hispania

Since the journal maintains a virtual office, the majority of the work can be completed on-line and in any location with a reliable Internet connection. The position offers flexible hours and carries a three-year contract beginning July 1, 2010 and ending June 30, 2012 with a possibility for renewal. The Managing Editor of *Hispania* is a part-time, contracted position with a flat rate fee without benefits. The selected candidate for the position will need to be available in June 2010 for training for the position. The Managing Editor is appointed by the Executive Council of the AATSP and reports to the Editor-in-Chief of *Hispania*. The Managing Editor will be reviewed annually.

The ideal candidate must work well independently and demonstrate the following qualifications:

- Experience with the editorial processes and procedures of a scholarly journal
- Experience with the production of a scholarly journal and a digital publication process
- Experience with on-line submission and tracking of manuscripts
- B.A. in a field related to one of the languages of the journal preferred
- Proficiency in English and Spanish required; proficiency in Portuguese highly desired.
- Copy-editing and proofing experience
- Experience with the *MLA Style Manual 3e* highly desired

The Managing Editor is responsible for the oversight of the processes related to the publication of each issue of the journal. The responsibilities can be placed into two major categories: (1) Administration and supervision of the on-line submission and review process and (2) Responsibilities related to the quarterly production of the journal.

I. Administration and Supervision of the On-Line Submission and Review Process

- Oversee the production of each issue of the journal
- Assist Editor-in-chief with all correspondence
- Oversee the *Hispania* website information and other web links and update them as necessary
- Work with technical support staff to resolve issues related to on-line submissions and website
- Process manuscripts for review and publication
- Correspond with authors, reviewers, and associate editors
- Monitor publication deadlines
- Monitor design of tables and figures
- Provide the AATSP with an annual written report describing the work accomplished and providing data on the number of manuscripts received, articles published, acceptance rates
- Additional responsibilities determined by the Editor of *Hispania* and/or the Executive Director of the AATSP

II. Tasks related to the quarterly production of the journal

- Supervise and finalize the work of the copyeditors editing each quarter's journal content including the front matter, articles and reviews.
- Correspond with authors to get their approval on edited work and finalize queries and missing information.

- Prepare each number for submission to the publisher, (Johns Hopkins University Press [JHUP]), including updated front matter content, new article and review content, running heads, paging instructions
 - Process and work with figures and images in a variety of type files
 - Work with JHUP to answer queries or troubleshoot on each number as needed.
 - Supervise and coordinate the correction of proofreading comments from the authors, the proofreader, AATSP National Office, the Editor-in-Chief and the review editor for first pages; check corrections and finalize second pages.
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- ❖ For additional information: www.aatsp.org
 - ❖ To apply for this position send a cover letter, recent resume or curriculum vitae, and a list of at least three references to: aatspoffice@aatsp.org
 - ❖ In order to be considered for a phone interview, please submit materials no later than **Monday, March 15, 2010**. Phone interviews will begin in late March 2010. The position will remain open until a candidate has been selected.