

**Editorial team:** The team can be organized in one of two ways: one Editor who may appoint one Associate Editor, or two Editors functioning as Coeditors, one of whom will supervise the operation of the journal

**ILA liaison:** Reports to the Director of Advocacy and Public Affairs

**Publisher liaison:** Cooperates with assigned Managing Editor at ILA and project staff at Wiley Blackwell

**Term of appointment:** 6 years: the first year will overlap with the final year of the term of the incumbent editorial team—during this period, the new Editor will organize the editorial office, set up the peer review process, and begin to adjudicate manuscripts; remaining 5 years will correspond to 5 volume years of the journal during which the Editor supplies peer-reviewed manuscripts for publication

**Responsibilities:**

- The first and foremost responsibility of an ILA journal editor is to meet the publication schedule. ILA journals drive membership in the Association and reflect our professional image to various literacy communities, as well as to the public at large. To meet this crucial goal, journal editors are provided with the complete support and assistance of the ILA staff team and Wiley journal publishing staff.
- The Editor of an ILA journal is responsible for editorial practices compatible with the general policies and procedures established by the Association's Bylaws and Board of Directors, as recorded in the Policy Manual. The Editor also works under the supervision of ILA and the project staff at Wiley Blackwell.
- The Editor is responsible for the academic content of the journal. The Editor accepts or rejects manuscripts submitted for publication, exercises leadership in obtaining appropriate material for publication while maintaining an open forum, and manages the peer review process with administrative support of Wiley journal publishing staff.
- The Editor is responsible for (a) establishing an anonymous/blind peer review system in cooperation with Wiley journal publishing staff, following Association guidelines for affirmative action and international focus, (b) establishing an editorial advisory board of about 150 members and preparing a list of potential ad hoc reviewers, (c) corresponding with authors in a timely manner, (d) working with authors on substantive editing of manuscripts and providing possible online supplemental material, (e) providing complete, accepted manuscripts to the Managing Editor for copy editing and production on schedule, (f) leading social media efforts on behalf of the journal and working cooperatively with marketing and communications staff at Association Headquarters and at Wiley Blackwell to engage the journal's audience, (g) working with Wiley staff to provide reports as requested by ILA, and (h) working cooperatively with editorial and production staff at Association Headquarters and at Wiley Blackwell.

**Tasks:**

- The Editor will prepare open calls for potential editorial advisory board members to be published regularly in the journals and in the Association magazine, *Literacy Today*. The Editor should pursue affirmative action and international participation in making these appointments.
- The Editor will adhere to the yearly budget for editorial office costs and travel expenses as stipulated in the Association's approved budget.
- One member of the editorial team is expected to attend the annual conference of the Association and participate in sessions and events.
- In the event that the Editor changes institutions during the editorial term, the office is to be relocated to the Editor's new institution.

**Division of editorial duties:**

If one Editor with an Associate Editor: The Editor may appoint one Associate Editor who will assist the Editor in adjudicating peer reviews, communicating with authors, and editing manuscripts. The Associate Editor should be a professional active in the field of literacy.

If two Coeditors: Coeditors will determine which member of the team will supervise the operation of the journal and establish procedures for sharing responsibilities related to communicating with the editorial advisory board, adjudicating peer reviews, communicating with authors, and editing manuscripts.

**Qualifications:**

The Editor must be a member of the International Literacy Association and an active professional in the field of literacy. Additional qualifications include

- A record of recent research and publication
- Editorial experience (e.g., journal editorship, review board participation)
- Evidence of concern for interdisciplinary, multicultural, and worldwide literacy issues
- Effective interpersonal and communication skills
- Effective management and organization skills
- Effective electronic communications skills

**Term of Office:**

Term begins: June 1, 2020

Term concludes: May 31, 2026

Volumes: 65 through 69, publishing July 2021 through May 2026