

THE LIST MAKER COMETH...

July 24, 2015 Judith Winters Curation, Digital Archaeology, Explore Posts, Publishing editor, Internet Archaeology, lists, Open access, publishing



Sticky notes on the wall of the Wikimedia Foundation office (Photo credit: Wikipedia)

The Day of Archaeology always falls on the day I don't work so my post is never really about the day itself, but I happened to be updating my job description this week (alongside managing 4 student volunteers and releasing 2 new articles). It had not been updated since [Internet Archaeology switched to open access](#) towards the end of last year, so having worked on that just this week, I thought I'd share it.

I am an inveterate 'to do' list maker (I'm currently using [Google Keep](#) to organise myself) and one of the few editorial blogs I follow is that of the Scholarly Kitchen. A particular post from 2014 continues to chime with me, and it's their [list of 82 things that publishers do](#). So combine these lists at will dear reader, and you get a flavour of what can and does arise in a typical day for me at [Internet Archaeology!](#)

The Editor is responsible for editing, managing, maintaining, producing and promoting Internet Archaeology, an international, open access, peer-reviewed digital journal for archaeology, hosted by the University of York.

OBJECTIVES

Produce, edit, develop and publish the Internet Archaeology journal to a high academic standard

Promote the journal and its content

Develop and sustain the journal in its open access form

Ensure the journal is accessible to all users, optimising its technical performance and archival permanence as well as developing new functionality

Ensure all content is accurate, timely, and supports the journal's core values and objectives

MAIN DUTIES AND RESPONSIBILITIES

Responsible for day to day running of journal, resolving any issues that arise to maintain quality, content, and production schedule

Responsible for editing and planning of each journal issue, including the soliciting of new content

Steer the editorial, technical and open access development of the journal

Investigate opportunities for development and growth and ensure that the established goals are met

Describe, implement, and regularly review author guidelines and journal policies

Provide editorial and technical advice to authors on the preparation and submission of content

Responsible for progressing submissions from proposal stage through to publication, including peer review

Responsible for design, creation and maintenance of journal web pages

Represent and promote the journal online, via the web, social media and in person at conferences and seminars, both within and beyond the University

Collaborate with the Archaeology Data Service (ADS) on integrated initiatives and publications

Oversee and support the journal's digital archiving process with the ADS

Seek to maintain awareness of new developments in open access, digital scholarly publishing, related digital initiatives and technologies and implement best practice

Build successful and productive relationships with Advisory Editors and other key external stakeholders

Editorial

Progress articles from proposal stage through submission to publication

Manage the refereeing process

Liaise, feedback and collaborate with journal Advisory Editors, authors, referees and copy editors over development of drafts

Edit, proofread and check all text, bibliographic and other associated material for articles, ensuring content complies with editorial policy, housestyle and other guidelines

Maintain journal guidelines and advise authors on best practice for all components of articles, including copyright requirements and licencing

Assign DOIs to all published content and deposit bibliographic data for citation linking

Promote content on social media, email lists, newsletters and via press releases as required

Solicit new content and liaise with potential new contributors

Design / Technical

Design and develop content for online usage

Mark-up content to current HTML specifications and ensure the website functions effectively

Develop journal design and housestyle, updating when required

Ensure journal architecture is robust and that it facilitates discovery of content (via internal and external search)

Ensure layout is clear, effective, and accessible

Prepare images for online presentation and create graphics where required

Perform technical updates to webpages as required

Liaise with ADS staff on technical and archival requirements where needed

Develop special interfaces for articles when required

Develop and maintain journal RSS feed

Monitor and review site usage, including traffic statistics, Altmetric data, forum comments, e-mail traffic and comments, visitor survey data, etc. and make improvements where indicated

Be conversant with and make use of in-house computer hardware and software

Open Access

Devise the journal's open access policy, its implementation and development

Advise authors on costs of open access publication, and assist authors in the preparation of funding applications where required

Seek to maintain awareness of new developments in open access publishing and implement best practice

Manage and maintain metadata for journal's listing in DOAJ

Manage and promote the open access institutional membership offer, liaising with external agents where needed

Seek out additional ways to support the journal in its open access form

External relationships

Establish and maintain beneficial links with other archaeology organisations and seek out potential joint publication and other initiatives

Represent and promote the journal on the web, via social media and in person at conferences and seminars, both within and beyond the University

Cultivate new contacts as Advisory editors and other journal supporters

Other

Respond to queries relating to the journal and its content

Attend Executive and Management meetings

Support the directors and administrator in budget/resource management

Make efficient use of shared ADS infrastructure and resources

Support the journal's administrator to develop, co-ordinate and promote advertising and marketing opportunities in and on behalf of the journal

Supervise temporary staff, volunteers and student placements

Present at archaeological and digital/publishing conferences as well as workshops/other external training courses as required

Lead seminars on digital publication within the Department

Other such reasonable duties as may from time to time be required by the journal Directors

And no, I don't have an assistant or a clone...but I'd find either most helpful!