

## **Art Libraries Journal – Associate Editor (Job Description)**

The *Art Libraries Journal* (ALJ) is the main international forum of the art library profession and of the documentation of the visual arts. Coverage is broad and seeks to bring a wide, international perspective to its issues. The journal is published quarterly by Cambridge University Press (CUP) on behalf of ARLIS UK & Ireland.

Since the journal's move to CUP, there has been an increase in liaison with the external publisher, in addition to the generation of content and editing of individual issues. This has prompted the need to expand the structure of the journal's production in its initial stages. We are now seeking to appoint an additional associate editor, to assist in the journal's annual publication cycle.

The **Associate Editor role** is primarily to identify or originate ideas, gather and commission contributions, and edit those contributions into one issue of the journal per year (and will be credited as editor for that issue), all in consultation with the rest of the editorial team. In addition, they would advise and liaise with the existing Editor and Deputy Editor on the overall planning of each volume and assist in the production of anniversary volumes, as necessary. They would assist in representing the journal when attending professional events. The Editor will retain overall responsibility for the ALJ.

### **The Associate Editors will**

- 1) assist the Editor/Deputy Editor in annual planning of the *ALJ* volumes (to avoid duplicate requests for submissions and to maintain a wide variety of topics covered) and will organize one issue each per year comprised of miscellaneous articles.
- 2) identify professional issues or other content that could provide themes for future articles or issues of the *ALJ*, and help keep the Editor/Deputy Editor up-to-date with current developments in art librarianship in their part of the world.
- 3) liaise with the Editor/Deputy Editor about national meetings and conferences of special relevance to art librarians about potential publication of appropriate papers presented there.
- 4) recommend suitable contacts and potential contributors to the Editor/Deputy Editor, and if agreed approach them and supply them with guidelines for contributions to the *ALJ*.
- 5) assess unsolicited contributions if requested, and recommend whether to publish them.
- 6) ensure compliance with copyright law in relation to all material published.

It is vital that all editors are sensitive to the diversity of accepted international academic writing styles. As this is an editorial role and the journal is published in English, the Associate Editors must be confident with their command of written English and in their ability to correct contributors' (native and non-native speakers) grammar, spelling, word selection and to advise on the organization and format of academic articles in English.

All *ALJ* editorial positions are undertaken on a voluntary basis and financial remuneration is not provided by ARLIS/UK&Ireland or by Cambridge University Press.

Please apply before 15 October 2017 by email to the Editor, with CV and a cover message detailing your interest in this role and the experience you would bring to it:

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