



Association of
Canadian Archivists
Association canadienne
des archivistes

Senior Associate Editor

Function: The Senior Associate Editor of *Archivaria* is a senior member of the Editorial Board and assists the General Editor with the journal's development and production. This position is separate from that of the successor to the General Editor.

Requirements: The Senior Associate Editor may be called upon to undertake any of the specific responsibilities of the General Editor as outlined in the GE job description. Therefore, requirements for this position are essentially those of the General Editor, with the exception of the time commitment:

1. Commitment to the ongoing quality and reputation of the journal and the Association;
2. Scholarly editing experience, as demonstrated by having served previously in an editorial capacity with *Archivaria* or another publication;
3. Widely based archival knowledge, with particular emphasis on the Canadian archival community;
4. A time commitment of approximately 10-15 hours per month, (includes ongoing management of the peer review process; initial editing and approval of manuscripts for publication; preparation of other issues for consideration of the Editorial Board; liaising with the Managing Editor and other members of the Editorial Team for all matters relating to the journal's content and production; and liaising with the ACA Office on all matters relating to the business affairs of the journal);
5. Prepare for and participate in the discussions and the deliberations of the ACA Board of Directors as required;
6. Foster a positive working relationship with other Editorial Board members, and staff; and
7. Be aware and abstain from any conflict of interest.

Outcomes: The Senior Associate Editor will normally assist with the production of two (2) issues (Spring and Fall) in print and electronic versions.

Duties: Assists the General Editor by:

- Determining the scope and content of the journal;
- Developing and implementing editorial standards;
- Establishing criteria and maintaining a roster of qualified readers for the evaluation of manuscripts;
- Referring manuscripts submitted for consideration to qualified readers for formal evaluation (peer review process);
- Conducting initial edit of manuscripts recommended for publication; and



Association of
Canadian Archivists
Association canadienne
des archivistes

- Liaising with the Copyeditor and the Managing Editor after the General Editor has accepted a manuscript for publication.
- As a member of the Editorial Board, peer reviews submissions at the request of the General Editor.

The General Editor is solely responsible for the acceptance and rejection of manuscripts, in consultation with the Senior Associate Editor.

Term: The term of the Senior Associate Editor is the same the Editorial Board Member had before taking on this role, and may be renewed in order to overlap with the term of the General Editor.

If you are interested, please submit your expression of interest using [this link](#).