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**Job Description: Managing Editor**

First and foremost, the Managing Editor oversees the day-to-day operations of the *Oral History Review*, while also actively participating in the development of the journal.

Specifically, the main duties of the managing editor relate to process and production and include:

- 1) working with the editorial team – the editor, copyeditor and review editors – as well as with the publisher (Routledge, an imprint of the Taylor & Francis Group);
- 2) maintaining ScholarOne, the journal’s online manuscript management system;
- 3) facilitating communication between editorial team members on issues pertaining to the journal’s operations;
- 4) working with authors to get digital files and illustrations in correct files/formats for production;
- 5) submitting articles to Routledge for production.

Responsibilities shared with the editor include:

- 1) soliciting work to be published in the journal;
- 2) initial, in-house vetting of article submission (*chiefly the editor’s role, with the managing editor participating*);
- 3) attending the OHA annual meeting in October, monthly meetings of the editorial staff and virtual meetings with editorial board (the latter three times a year);
- 4) as needed, helping the editor to arrange meetings of the editorial team and of the editorial board;
- 5) working with the editorial board, and helping to constitute the editorial board, if and as needed;
- 6) developing special issues and sections;
- 7) staying informed on current trends and challenges in academic journal publishing.

The following skills and qualities are especially relevant to the managing editor position: outstanding organizational skills to manage the day-to-day operations of the journal, interpersonal skills to work with all types of people who interact with the journal, and flexible technological abilities in order to work with both computer software applications (such as Microsoft Word and Excel and Adobe Acrobat) and web-based applications.

However, please note that the workflow of biannual journal is inconsistent, with busier periods leading up to deadlines with lulls in between; “day-to-day” operations does not imply a full-time workload but rather a commitment to the role of managing editor on an ongoing basis. There are about half a dozen articles published in each issue, alongside several book and media reviews.

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**Job Description: Book Review Editor**

The Book Review Editor is responsible for determining which books published each year have methodological or topical relevance or the field of oral history and then solicits reviews of those books and works with review authors to prepare reviews for publication.

Specific responsibilities for book reviews:

- 1) working with publishers and scouring their catalogs to select books for review;
- 2) assessing the content of each monograph to determine relevance (direct or superficial) to the field and the expertise needed for an individual to undertake a review;
- 3) searching for and then soliciting reviewers;
- 4) mailing books to reviewers;
- 5) if the book review editor cannot locate a reviewer easily, bringing that book with any others to the annual meeting for inclusion at the book review table;
- 6) assisting reviewers with any questions that arise during the review process;
- 7) evaluating submitted reviews both for substance and for adherence to stylistic guidelines;
- 8) should the book review editor determine that more needs to be done to make the review meet the standards of the journal, working with the reviewer until the review is in publishable form;
- 9) transferring the review (and the reviewer contact information) to the copy editor for final editorial work;
- 10) attending the annual meeting of the Oral History Association to run the book review table.

Additional responsibilities for the journal include:

- 1) maintaining a database of books accepted for review in the journal, reviewers selected for reviews, and the expertise of reviewers, and publish reports from that database as needed;
- 2) updating the journal editor on a regular basis regarding both the number of reviews completed and those scheduled for completion for upcoming issues of the journal; 3) making sure that all book reviews are completed by the deadline for each issue;
  - a. [Note: When there is a special issue of the journal, the book review editor should ensure that recently published books relevant to that specific topic are reviewed for that issue.]
- 3) revising the Book Review Guidelines, as needed;
- 4) working with the editorial board and staff to develop ways to highlight specific work in the field, such as in Featured Reviews and Classics Revisited, or to find book reviews that crossover, for example, with media reviews.

The book review editor should, first and foremost, be familiar with the literature on oral history, so as to be able to identify appropriate books for review and select appropriate reviewers. Almost as important, the editor should simply love books.