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American Herbalists Guild Announces Search for Journal Editor

AHG Job Description: EDITOR OF *The Journal of the American Herbalists Guild*

September 4, 2015

Overview:

The Editor is responsible for all aspects of publication associated with maintaining the *Journal of the American Herbalists Guild*. The Editor communicates with the Editorial Review Board and both are responsible for the selection and substantive editing of journal contents, for two issues per year.

<http://www.americanherbalistsguild.com/subscription/ahg-journal-subscription>

Reporting Relationship:

The Editor will report to the AHG Board of Directors monthly on the status of Journal and will work to ensure the timely production of each Journal issue. Additionally the Editor will provide advice on marketing of the Journal.

Job Duties:

1. In partnership with the AHG Council, define the overall strategic direction for the editorial content of the Journal.
2. Provide leadership to achieve the goals determined by that strategic direction.
3. Actively solicit manuscripts for the journal.
4. In partnership with the Council and Executive Director, actively solicit sponsorship and marketing of issues.
5. Work with the AHG Council to recruit and select editorial reviewers.
6. Maintain regular communications with individual members of the Editorial Review Board and convenes an annual meeting of the Editorial Board and convene to discuss Journal review policies and procedures and the direction of the publication.
7. Conduct initial screening of all manuscripts and forward those that meet criteria on to selected reviewers.
8. Work with authors to revise manuscripts based on reviewers' comments and his/her own recommendations for improvement (e.g., clarity, development of ideas, scholarly accuracy, overall quality, and compliance with publication guidelines).

9. Write a thoughtful Editorial for each issue.
10. Provide monthly updates to the AHG Council on the status of the journal the pipeline.
11. Serve as the primary liaison with authors.
12. Return rejected manuscripts with a constructive form letter to authors. (Work on policies regarding permanent rejections vs. this needs work rejections)
13. Coordinate journal production to ensure two full issues per year on a regular production schedule.
14. Coordinate digital publication uploads and archiving of JAHG materials.
15. With the AHG Council and Office Staff, participate in journal promotion and development activities including sponsorships, exchange and other appropriate advertising.
16. Develop ancillary materials such as style guidelines for authors and solicitation requests from authors.
17. Attend the AHG Symposium each year in an effort to solicit manuscripts and interact with authors and to market the journal.

Qualifications:

The Editor of the Journal should possess the following attributes:

1. Have at least 3 years of experience working in journalism, publishing or some comparable literary position along with proven track record in editing, and writing and managing editorial duties.
2. Be willing to dedicate 10-15% time per week to this role.
3. Experience with digital publication.

Term:

The Editor will serve a three year term which is renewable for a second three-year term at the discretion of the AHG Council. The editor will be evaluated annually by the board.

Resources:

The Editor will be compensated \$3000 per issue to support his/her time. Additional costs of producing the publication (copy editing, layout, publication, etc) will be borne by AHG and managed out of the office. The Editor should not have any additional costs associated with their role.

If Interested:

Send cover letter and resume to office@americanherbalistsguild.com. Please write JAHG Editor in the subject line.