



# Job Description Journal Editor

## JOURNAL EDITOR OF THE N-GAUGE SOCIETY

**Date of Formulation;** 1 January 2024

**Date of Review;** Annually in April

<b>POSITION</b>	VOLUNTEER and Committee Member
<b>ROLE</b>	Journal Editor
<b>GROUP</b>	Publications Group
<b>QUALIFICATIONS REQUIRED</b>	Working Knowledge of basic publication editing desirable.
<b>DUE DILIGENCE REQUIRED</b>	Yes
<b>RESPONSIBLE TO</b>	Chairman
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. Receive submissions, confirm receipt to author.</li> <li>2. Liaise with Journal team who proof-read submissions before editing</li> <li>3. Edit as required into a format suitable for the publisher to use</li> <li>4. Ensure all photos/drawings of sufficient quality (liaise with author and publisher as needs be)</li> <li>5. Ensure all photos have captions/numbered according to text</li> <li>6. Receive and edit Newsletter submissions from NGS committee and officers</li> <li>7. Liaise with publisher as required to ensure sufficient articles are edited in time for publishing deadline</li> <li>8. Proof-read and edit PDF versions of Journal and Newsletter before these are sent for publishing</li> <li>9. Send reminders to advertisers and manufacturers 14 days before the copy deadline (currently the 14<sup>th</sup> of the relevant month, starting February, and every second month thereafter)</li> <li>10. Receive and confirm receipt of advertisements, liaise with advertiser and publisher as/when issues arise</li> <li>11. Ensure the 'prime' advertising slots (inside front cover, inside back cover, and back cover) are rotated between the regular advertisers</li> <li>12. Liaise with Treasurer re: advertising rates, invoices, etc.</li> </ol>
<b>AUTHORITY</b>	<p>Is authorised to:</p> <ol style="list-style-type: none"> <li>1. Sign off completed Journal and Newsletter proofs and instruct the publisher to send them for printing.</li> <li>2. Accept or reject submissions, advertisements, and any other items sent for publication in the Journal and/or Newsletter</li> </ol>
<b>SECONDARY ROLES</b>	
<b>TERM OF OFFICE</b>	<ol style="list-style-type: none"> <li>1. The incumbent by default must be a current member of the N-Gauge Society.</li> <li>2. This is a voluntary post with no fixed term of office.</li> </ol>