

## **EP3 Editorial Board Job Descriptions**

### **Spring 2008**

#### **Editor-in-chief**

The Editor-in-Chief is responsible for the overall vision and execution of EP<sup>3</sup>. She or he is responsible for the appointment process of new Board Members in consultation with the Associate Editors. The Editor-in-Chief is responsible for working to ensure the quality and timely production of policy briefs, under the direction of the faculty sponsor, Laura I. Rendón, department chair and professor of higher education in the department of Educational Leadership and Policy Studies at Iowa State University. The Editor-in-Chief, along with the Associate Editors, works to coordinate all stages of author selection, submitted writings, editing, reviewing, and designing of each EP<sup>3</sup> issue. The Editor-in-Chief is responsible for coordinating meetings throughout the year with the Editorial Board. The Editor-in-Chief is responsible for maintaining a schedule of production so that two EP<sup>3</sup> issues are disseminated each year. The Editor-in-Chief is responsible for the EP<sup>3</sup> publication timeline which is coordinated with the Associate Editors in charge of specific EP<sup>3</sup> issues. Other responsibilities as necessary.

#### **Associate Editor**

The Associate Editor is responsible for coordinating the overall vision and execution of a specific issue of EP<sup>3</sup> as assigned in collaboration with the Editor-in-Chief and fellow Associate Editors. The Associate Editor is responsible for coordinating the publishing and editing timeline for a specific issue of EP<sup>3</sup> and working with the Editorial Board to select authors for specific issues. The Associate Editor works directly with the author(s) of an EP<sup>3</sup> issue and serves as the liaison between authors and the EP<sup>3</sup> editorial board. The Associate Editor collaborates and assists the Editor-in-Chief and fellow Associate Editors in their overall work with EP<sup>3</sup>. This can include participating in the appointing of new Board Members, assisting in the coordination of meetings with editors and reviewers, dissemination, and assisting with the fiscal coordination of each EP<sup>3</sup> issue. Other responsibilities as assigned.

#### **Reviewer**

An EP<sup>3</sup> Reviewer lends specific professional, personal, and experiential knowledge to the Editorial Board in the editing process of each EP<sup>3</sup> issue. A Reviewer is responsible for reading EP<sup>3</sup> issues as assigned and providing feedback, comments, edits, and corrections about the papers read to the Associate Editor in charge of the issue under review. These duties will involve reading papers for grammar, citation correction, writing style, APA editing, content analysis, and any other editing functions necessary to review and publish the highest of quality policy briefs. Reviewers may also be asked (as necessary) for help with the dissemination of EP<sup>3</sup> issues.