



Editor-in-Chief

The Editor-in-Chief of *Virginia Libraries* will provide strategic vision and direction for the journal, which is published annually and is peer-reviewed. The Editor-in-Chief is selected by the Virginia Library Association Executive Committee and serves for a three-year term, with the possibility of renewal.

Responsibilities of the Editor-in-Chief include:

- Upholding and enhancing the journal's mission, editorial quality, and reputation for meaningful content
- Collaborating with the Virginia Library Association Executive Committee in order to select individuals for the Editorial Board and as Peer Reviewers; Board members and Peer Reviewers will serve either two- or three-year terms in order to balance experience with creating opportunities for service among VLA members
- Motivating and developing the Editorial Board and Peer Reviewers
- Consulting with the Virginia Library Association Executive Committee and Council in order to represent the interests and values of the Virginia Library Association; serve as a member of the VLA Council
- Soliciting the submission of high quality and relevant manuscripts
- Reviewing and editing content submitted by the Editorial Board
- Cross-checking facts, grammar, spelling, writing style, page design, and photos
- Contributing editorial pieces
- Ensuring that the final draft of each annual issue is complete, accurate, and of high quality
- Working with the journal's designer and publisher in order to complete each annual issue according to a regular timeline
- Working with the Digital Publishing Specialist at Virginia Tech in order to create a new site and archive for *Virginia Libraries* using Open Journal Systems (OJS)
- Working with the Virginia Library Association Executive Director in order to respond to questions, comments, and correspondence with authors
- Participating in continuing education opportunities related to scholarly publishing in order to stay on top of trends and changes

Preferred qualifications for this position include:

- Experience as an editor for a scholarly or professional journal
- Experience as a peer reviewer for a scholarly or professional journal
- Record of publication in the library and information science field
- Familiarity with literature in the library and information science field
- Administrative and editorial skills
- Familiarity with online peer review systems, such as Open Journal Systems
- Capacity for detailed work
- Strong collaborative and communication skills

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