

## **THE SOUTEASTERN LIBRARIAN Editorial Board Committee**

### Purpose:

1. *THE SOUTEASTERN LIBRARIAN* (SELn) seeks to publish articles, announcements, and news of professional interest to the library community in the southeast. Articles need not be of a scholarly nature but should address professional concerns of the library community. SELn particularly seeks articles that have a broad southeastern scope and/or address topics identified as timely or important by SELA sections, round tables, or committees. News releases, newsletters, clippings, and journals from libraries, state associations, and groups throughout the region may be used as sources of information.
2. Anyone may submit an original article to be considered for publication in *THE SOUTEASTERN LIBRARIAN* provided he or she owns the copyright to the work being submitted or is authorized by the copyright owner or owners to submit the article. Those who submit do not necessarily need to belong to SELA or reside in the South, although the Board takes these factors into consideration.

### Personnel:

1. The Editorial Board shall be composed of the following members:
  - a. Editor
  - b. Managing Editor (if needed)
  - c. Advertising Manager (if needed)
  - d. Other Board members
2. The Editorial Board shall also solicit the assistance of the following:
  - a. Submission Reviewers
  - b. Book Reviewers

### Meetings:

1. Meetings of the Editorial Board are held via the internet. Face-to-face meetings at conferences may take place as deemed necessary and feasible by the Editor.

### Powers and Duties of the Editorial Board:

1. To provide oversight for the publication of the journal
2. To oversee the appointments of submission reviewers and book reviewers
3. To provide input on final approval of articles submitted for publication
4. To provide input to the Board regarding future directions and major changes of the journal

### Terms of Office:

1. All members of the Editorial Board serve at the will of the Board. There are no term limits.
2. All submission reviewers and book reviewers serve at the will of the Editorial Board. There are no term limits.

### Powers and Duties of Editorial Board members, submission reviewers, and book reviewers:

1. Editor:
  - a. The Editor must be a member of SELA.
  - b. The Editor will have final authority for the content of the journal.
  - c. The Editor will appoint submission reviewers and book reviewers with the advice of other Board members.
  - d. The Editor will prepare final copy of the journal issues for publication.
  - e. The Editor will coordinate the review of submissions to the journal.
  - f. The Editor will serve as primary contact for those submitting items for publication.
  - g. The Editor will coordinate the submission of issues to various databases as needed.
  - h. The Editor will serve as primary contact for submission reviewers and book reviewers.

- i. The Editor will serve as an ex-officio member to the Board and prepare reports for the Board.
- j. The Editor will coordinate book selections for book reviewers.
- k. The Editor shall receive an honorarium as determined by the Board.
- 2. Managing Editor: Duties for this position TBD as needed.
- 3. Advertising Manager: Duties for this position TBD as needed.
- 4. Other Board Members:
  - a. Other Board members must be members of SELA.
  - b. Provide final recommendations to the Editor regarding all peer-reviewed articles submitted for publication consideration in the journal.
  - c. Provide input to the Editor regarding management issues related to the journal.
  - d. Provide input regarding individuals to be considered as book reviewers and submission reviewers.
- 5. Submission reviewers:
  - a. Submission reviewers must be members of SELA.
  - b. Submission reviewers must have a minimum of two years professional experience.
  - c. Submission reviewers must have a minimum of two peer-reviewed publications or equivalent experience.
  - d. Submission reviewers must return, in a timely manner, their comments and recommendations regarding acceptance of submissions for which they volunteer to review.
- 6. Book reviewers:
  - a. Book reviewers must be a member of SELA.
  - b. Book reviewers must coordinate with the Editor selections of books to be reviewed.