



POSITION ANNOUNCEMENT

Sigma Tau Delta Managing Editor of Publications

Sigma Tau Delta invites applications for the position of Managing Editor of Publications. The Editor manages the publication of the organization's two literary journals, *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review*, published once each academic year. The Editor is appointed by the Sigma Tau Delta Board of Directors for a period of five years, may serve on Board committees, attends the spring Board meeting, and organizes the spring Rectangle readings (held in conjunction with the spring convention and Board meeting). The position is unsalaried, although Sigma Tau Delta covers all publication and distribution costs, pays for expenses related to the spring meeting, and provides various financial assistance. An honorarium of \$3,500 will be provided annually.

Although the Editor need not be a current faculty member, the position provides considerable exposure for the school at which it is housed. Literally thousands of mailings bear the school's name, as do all copies of *The Rectangle* and *The Review*.

Sigma Tau Delta Managing Editor of Publications

Position Description

The Sigma Tau Delta Managing Editor of Publications is appointed by the Sigma Tau Delta Board of Directors for a term of five years and serves under its direction. The Editor has the following responsibilities:

- The editor has general managing responsibility for publication of the organization's two literary journals, *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review*, published once each academic year.
- The Editor submits an annual written report to the Board and is a member of the Communications Committee.
- In addition, the Editor organizes a reading from *The Rectangle* at the annual spring convention.
- The Editor attends the spring Board meeting as a non-voting participant and may serve on other Board committees.
- The Editor is evaluated after his or her first and third year in the position.

More specifically, the responsibilities for the publications include the following duties:

For *The Rectangle* and *The Review*, the Editor

- sets and publicizes submission requirements and deadlines
- oversees manuscript submission and judging (the Central Office provides all administrative tools for submission and judging)
- arranges a system of blind jurying involving various qualified readers
- makes all final selection and editorial decisions
- prepares acceptance and rejection correspondence to be distributed electronically by the submissions system
- works with accepted authors to make any necessary revisions
- arranges layout/graphic design using professional standard software (Adobe InDesign) and delivers printer-ready documents to the Central Office
- finds established author to serve as writing awards judge
- notifies writing award winners and sends results to Central Office, which is responsible for distributing prize monies

A general timeline for the publications is outlined below:

Spring Semester

- invite authors and coordinate *The Rectangle* Reading program at the annual convention
- establish/review criteria for judging
- arrange for qualified external readers to conduct blind jurying of submissions
- arrange for established writer to judge best writing awards for the journals

Summer Months (mid-May – August)

- read submissions and select best ones
- send selected submissions to external readers
- select overall content for *The Rectangle* and *The Review* after results from external readers
- send manuscripts for *The Rectangle* and *The Review* to the overall judge
- notify authors of selected works and the award winners (by August 31)

Fall Semester

- edit manuscripts and author biographies; verify citations
- arrange layout/graphic design for the two journals using professional standard software (Adobe InDesign)
- deliver printer-ready documents to the Central Office

Budgetary Concerns

If the Editor is a current faculty member, Sigma Tau Delta and the Editor's home institution will forge an agreement between the two organizations.

Money for external readers and overall judge: The Central Office will provide money for the external readers (\$100 for each reader, up to 5 readers) and for the overall judge (\$500).

Administrative tools, printing, and distribution: The Central Office provides online software and administration for submission and judging, and handles journal printing and distribution. Additional funds, of up to \$500, may be available to assist with other costs.

Interested persons may contact Sigma Tau Delta's Director of Communications, Deb Seyler, at dseyler@niu.edu for additional information about the position.

Application Process

Applications should be submitted to William C. Johnson, Executive Director, via email to sigmatdapply@niu.edu and include the following two components:

1. Applicant Email: In the subject line, type MANAGING EDITOR POSITION;
2. Attachments: Attach the following three (3) items in Word (doc or docx) or in PDF, titled to reflect the contents of each attachment (*Letter of Application, Curriculum Vitae, and References*):
 - a letter of application, with a statement of qualifications;
 - a full curriculum vitae; and
 - the names of three references, including contact information.

Deadline for Application: Applications must be received by **December 1, 2014**.

Decision: No later than February 10, 2015

Starting Date: March 18, 2015