

Job Title: Editor of *Hypothesis: The Journal of the Research Section of the Medical Library Association*

Reports to: Research Section (RS) Executive Board

Summary: Generates content for *Hypothesis* issues which meets the needs and interests of members and is consistent with the editorial policy set by the Executive Board.

Term of Appointment: Three years; appointment renewable one time.

Duties and Responsibilities:

- Supervises the process of recruiting articles, reviews manuscripts submitted for publication, and responds to authors as appropriate.
- Responds to queries from individuals interested in submitting manuscripts for consideration.
- Solicits manuscripts for publication as necessary; including recruiting authors from paper and poster presenters at MLA national and chapter meetings.
- Provides substantive and stylistic editing of articles.
- Establishes and conforms to publication deadlines set in order to meet the goal of producing at least two but not more than four issues per year.
- Promotes and ensures access to *Hypothesis*; liaises with MLA Publications Director to determine which content should be given broader MLA exposure.
- Acts as Chair of the Editorial Board; develops and maintains Board Member expectations and responsibilities, and assists the RS Executive Board in recruiting and selecting editorial board members.
- Generates and reports on trends and usage data of *Hypothesis* to share with the Editorial Board and RS Executive Board annually.
- Collaborates with the Editorial Board and RS Leadership to oversee the process of selecting an Assistant Editor who will assist with editorial duties.
- Undergoes annual performance evaluation.

Qualifications:

- Strong interpersonal skills
- Detail-oriented
- Familiar with the literature in the field and the publication process, preferably in an open-access model
- Demonstrated ability as a writer and/or editor
- Record of scholarly achievements, including research and publishing experience

To Apply: Submit cover letter and resume to the RS Chair at emily.mazure@duke.edu by **April 8, 2016**.

Dues to join or renew membership in the Research Section will be paid and an optional honorarium will be provided contingent on fulfilling the duties and responsibilities outlined in the position description.