Editorial Role Assignments

Assign the following roles to members of your editorial staff. More than one person can share the responsibilities for each of these positions. Establishing which tasks each team member is responsible for will make the publishing process more manageable. It will also help you to plan your semester schedules around your responsibilities in the editorial calendar.

Editor in Chief _____

Faculty Advisor _____

Submissions Editor _____

Peer Review Editor _____

Content Development Editors _____

_____

_____

_____

_____

Production Editors _____

_____

Copyeditor _____

Typesetter _____

Marketing & Social Media Manager _____

If there are additional roles and responsibilities related to your publication (ie. translation, art and media management), note those positions here:

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