

JOURNAL OF JEWISH STUDIES
JOB DESCRIPTION of EXECUTIVE EDITOR

ADMINISTRATION

1. Long and short term planning and strategies for the Journal.
2. Financial responsibility: preparation of yearly accounts and budgets.
3. Leadership and collaboration with the team (editors, copy-editor, typesetter, designer, IT).
4. Liaison with the Centre (president, bursar, accountant, administrator) reports, meetings, letters, cooperation.
5. Copyright legislation: agreements, licences, open access permissions and digital Journal licences.
6. Setting of annual subscription rates.
7. Invoicing, collection, and reminders for individual and institutional subscribers.
8. Update of IP addresses of electronic subscribers, execution and communication
9. Online purchases: fees for servers, domains, applications, office supplies.
10. Employment of freelance employees, payments of fees and honoraria.
11. Granting of reproduction rights: negotiations, permissions, invoicing.
12. General correspondence with subscribers, agents, institutions and individuals.
13. Marketing and conferences (LBW, BIAJS).

PRINT PUBLICATION

1. Setting of production time schedules.
2. Overseeing production of individual articles (copy-editing, typesetting and design).
3. Image preparation and image copyrights permissions.
4. Preparation of books received section.
5. Overseeing production of the volume (size of the content, design, proofreading, printing).
6. Preparation of covers, prelims and adverts.
7. Preparation of mailing databases for despatch.
8. Communication with printers: estimates, invoices, quality control, meetings, despatch of bulk and remains.
9. Post-publication activity: e-prints distribution to authors, book reviews distribution to publishers, adverts invoicing, claims of missing volumes.

DIGITAL PUBLICATION

1. Overseeing production of digital Journal: individual PDFs, internal XMLs, proofreading of DOI numbers and ORCID numbers.
2. Cross linking: preparation of external XMLs, submission of external XMLs.
3. Overseeing launch of the issue on the server.
4. Search engines updates: authors, affiliations and keywords.
5. Statistics supply for the institutional subscribers.
6. Collaboration with IT consultants on digital projects: updates of the website, upgrades of the back-end, online purchase of PDFs, statistical data information.
7. Maintaining digital archives of the Journal.