



Call for Applications

Position Title

Managing Editor, *Crossroads: The Journal of Indiana Libraries*

Summary

Crossroads: The Journal of Indiana Libraries is an up-and-starting peer reviewed, open access scholarly journal that is published by the Indiana Library Federation (ILF) in partnership with Indiana Academic Library Association (IALA), Indiana Black Librarians Network (IBLN), Academic Libraries of Indiana (ALI), and Private Academic Library Network of Indiana (PALNI). As Indiana is the Crossroads of America, it is the goal of this journal to be the *Crossroads* of Indiana Librarianship, and it aims to support the unique yet intersecting missions of its partnering organizations.

ILF is seeking its inaugural managing editor to oversee the launch of the journal and to manage the editorial process from manuscript submission to final publication, while also maintaining the highest standards of academic publishing practices and integrity. The successful candidate, along with a team of assistant editors, will play a pivotal role in shaping the scholarly discourse within the field of Library & Information Science (LIS), as it is practiced within the state of Indiana. The ideal candidate will possess excellent project-management and communication skills, a respect for academic rigor, and a passion for advancing knowledge within the field of LIS.

The managing editor of *Crossroads* will also actively foster the journal's commitment to diversity, equity, inclusion, and accessibility (DEIJA), with an emphasis on:

- Welcoming, encouraging, and actively seeking out submissions from diverse authors.
- Publishing content addressing the concerns of diverse groups and communities served by Indiana libraries.
- Fostering diversity within the editorial board and community of peer reviewers.
- Developing publishing policies and practices that deconstruct privilege, while minimizing both conscious and unconscious biases.

Position Description

1. Editorial Oversight

- Manage the editorial process from manuscript submission to publication.
- Coordinate with authors, reviewers, and editorial board members to ensure timely and fair peer review.

- Make final decisions on manuscript acceptance or rejection based on quality, originality, and relevance to the journal's scope.
- Uphold the highest standards of academic integrity and ethical publishing practices by adhering to the [Code of Conduct and Best Practices Guidelines for Journal Editors](#) of the Committee on Publication Ethics (COPE).

2. Content Development

- Collaborate with the editorial board to develop a strategic vision for the journal and identify emerging trends and topics of interest.
- Solicit high-quality submissions from scholars and practitioners in the field.
- Provide constructive feedback to authors to enhance the clarity, coherence, and impact of their work.

3. Quality Control

- Conduct thorough evaluations of manuscripts to ensure adherence to journal guidelines and standards.
- Appoint and work with a copyeditor to edit manuscripts for clarity, accuracy, and conformity to APA style and standards.
- Ensure the timely publication of each article on a rolling basis.

4. Outreach & Engagement

- Represent the journal at ILF Annual Conference and other events to promote the publication and attract submissions.
- Foster relationships with authors, reviewers, and readers to enhance the journal's reputation and impact.
- Respond promptly to inquiries and feedback from stakeholders.

5. Continuous Improvement

- Report to the Indiana Academic Library Association Board of Advisors, on which the managing editor will sit as an *ex officio* member.
- Prepare and present an annual report on the state of the journal to the Indiana Library Federation (ILF) Board of Directors.
- Stay abreast of developments in the field and identify opportunities to enhance the journal's scope, visibility, and impact.
- Monitor key performance indicators (e.g., citation metrics, submission rates) to assess the journal's performance and identify areas for improvement.
- Implement strategies to increase the journal's readership and citation impact.

Qualifications

Required

- Hold a Master of Library & Information Science (or equivalent) from an ALA accredited program.
- Experience in academic publishing.
- Understanding of the peer-review process and scholarly publishing standards.
- Excellent writing and editing skills, with meticulous attention to detail.
- Demonstrated excellence in project management.
- Strong communication skills, with the ability to interact effectively with authors, reviewers, and editorial board members.
- Demonstrated commitment to diversity, equity, inclusion, and accessibility.

Preferred

- Familiarity with Open Journal Systems (OJS).
- Experience in academic publishing as an editor, associate editor, and/or peer reviewer.

Benefits

- Annual stipend of \$1,000.
- Gratis personal membership to Indiana Library Federation (ILF).
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- Gratis registration to the ILF Annual Conference and Regional Conferences.
- Ability to build one's own schedule.