Recruitment to Editorial Positions

Academy Editors

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This Arkansas Academy Annual Meeting report is brought to you for free and open access by ScholarWorks@UARK. It has been accepted for inclusion in Journal of the Arkansas Academy of Science by an authorized editor of ScholarWorks@UARK. For more information, please contact scholar@uark.edu.
We are looking for members who would like to become the Editor-in-Chief and Managing Editor when Dr. Still retires after publication of Volume 75. If you are interested in either of these positions, please contact: Dr. Still (before April 1 2022) (jarksci@gmail.com) and/or Dr. Addison (saddison@uca.edu) by email and provide your contact information. The duties for these positions are provided below.

**Duties of the Editor-in-Chief**

The Editor-in-Chief is an elected member of the Executive Committee of the Arkansas Academy of Science and is responsible for oversight of the publishing the Journal of the Arkansas Academy of Science. The Editor-in-Chief works closely with the Managing Editor and members of the JOURNAL Editorial Board (the Academy “Publication Committee”) in all aspects of the publication process. The peer-reviewed JOURNAL has evolved over the past decade, and is now globally available through the JOURNAL website (https://scholarworks.uark.edu/jaas/). The JOURNAL is thus published on-line and also as a hard copy JOURNAL that is distributed to Academy members and member Institutions.

**Specific duties:**
1. Receives manuscripts submitted for publication and cooperates with Managing Editor and Associate Editors in the review, revision and acceptance process
2. Liaises with the Treasurer of the Academy of the Arkansas Academy of Science with regard to the financial management of the JOURNAL, and prepares reports for the Executive Committee and the Annual General Business meeting regarding the status of the JOURNAL.
3. Prepares the next issue of the JOURNAL by assembling the final copies of manuscripts accepted for publication
4. Works with the printer in the technical preparation of the Journal.
5. Arranges for the distribution of copies of the Journal at the next annual meeting, and mailing of copies to Academy members and Institutional Members.

**Duties of the Managing Editor**

**Publication of the Journal of the Arkansas Academy of Science**

The Managing Editor acts as the primary contact person during manuscript submission in March/April each year. All manuscripts are submitted a minimum of 2 days prior to the annual meeting electronically via: https://scholarworks.uark.edu/jaas/, the JOURNAL website. The Managing Editor ensures that manuscripts and their authors are in compliance with the policies and instructions to authors as laid out on the JOURNAL website and cooperates with the Editor-in-Chief to perform initial Editorial review. The Managing Editor assigns manuscripts to appropriate Associate Editors who subsequently submit manuscripts to referees for critical review for scientific content, originality and clarity of presentation. This process is handled via the JOURNAL server. Associate Editors are assigned based on their areas of expertise. The Editor-in-Chief, Managing Editor and Associate editors, (the Publication Committee) cooperate in the acceptance, rejection or revision of all manuscripts.

Author-revised manuscripts will be the manuscripts that will be entered into the final on-line and hard copy JOURNAL. However, manuscripts frequently require finishing touches to formatting to maintain the quality of the JOURNAL. Thus, the Managing Editor subsequently ensures that accepted revised manuscripts meet publication standards for the JOURNAL on-line and in the hard copy. The Managing Editor also collects the Secretary’s and Treasurer’s reports, the annual meeting report and assembles the meeting reports with the final copies of manuscripts into the completed JOURNAL for publication. The on-line system allows a relatively simple way of assembling the on-line JOURNAL. The Institutional Repository Coordinator at University of Arkansas (currently Cedar Middleton) can aid with this final assembly. The Managing Editor is responsible for the distribution of hard copies of the JOURNAL at the next annual meeting, and where necessary prepares journals for mailing to the Institutional members of the Academy and to Members of the Academy who were unable to attend the annual meeting.

**Liaison with associated organizations.**

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