

The Ohio Genealogical Society, Inc.
Position Description

Job Title: Assistant Editor

Publication: Ohio Genealogical Society Quarterly (OGSQ)

Job Type: Part-time, contract employee

Job Description:

The Assistant Editor at The Ohio Genealogical Society will play a crucial role in the publication process of the Ohio Genealogical Society Quarterly (OGSQ). This part-time position involves working closely with the OGSQ Editor to ensure the smooth execution of publication layout and other editorial tasks.

Responsibilities:

1. Publication Layout: Learn and execute publication layout tasks to assist the OGSQ Editor. This includes receiving formatted articles from the Editor and placing them into the publication layout template.

2. Communication:

- Communication with readers, directing their questions to the appropriate person.
- Engage in communication with new authors.
- Communication with serial writers, who are volunteers contributing material for publication.
- Communicate with authors who submit exceptional articles but may not have followed submission guidelines.

3. Guidelines and Contracts: Assist in updating OGSQ guidelines and author contracts as needed.

4. Coordination:

- Collaborate with printing companies and OGS Headquarters.
- When necessary, research and find new printing companies by sending guidelines to prospective printers and taking bids.

5. Content Management:

- Ensure each issue of OGSQ consists of 120 pages, including 4 covers and 116 pages of text.
- Work on articles as they are received to maintain the required page count.
- Maintain a log of all received articles and update it as articles are prepared for publication.

6. Article Review: Ensure that all submitted articles have not been previously published elsewhere unless approved.

7. Author Outreach: Utilize internet resources and personal contacts to identify potential authors.

8. Technology Proficiency:

- Possess a reliable computer and scanner/printer with proficiency in various software programs including word processing, spreadsheets, picture editing, and Adobe Pro.
- Subscribe to online genealogical databases such as Ancestry.com, FamilySearch, Newspapers, Fold3, etc., as needed for research and publication purposes.

Qualifications:

Strong Writing and Editing Skills: Should possess excellent writing and editing skills to assist in reviewing and refining scholarly articles for publication. This includes proficiency in grammar, punctuation, and adherence to style guides.

Familiarity with Scholarly Publishing Standards: Knowledge of scholarly publishing standards, including citation styles (e.g., APA, MLA, Chicago Manual of Style), formatting requirements, and ethical considerations related to academic publishing.

Attention to Detail: Have a keen eye for detail to ensure accuracy and consistency in published content, including proper citations, references, and formatting.

Communication Skills: Effective communication skills are essential for collaborating with authors, reviewers, and other team members. Should be able to provide constructive feedback to authors and communicate editorial decisions clearly and diplomatically.

Time Management and Organization: The ability to manage multiple tasks simultaneously, adhere to deadlines, and prioritize workload is crucial in the fast-paced environment of scholarly publishing.

Research Skills: May be required to conduct research to verify facts, sources, or references cited in submitted articles. Proficiency in using academic databases and online research tools is beneficial.

Software Proficiency: Familiarity with publishing software (e.g., Adobe InDesign, Microsoft Word) and reference management software (e.g., EndNote, Zotero) is often required for formatting and managing manuscripts.

Subject Matter Expertise: While not a requirement, familiarity with the subject matter of the scholarly publication, such as genealogy in the case of OGSQ, can be advantageous for understanding and assessing the content of submitted articles.

Collaborative Team Player: Should be able to work collaboratively with the OGSQ Editor, other team members, peer reviewers, and authors to ensure the successful publication of high-quality scholarly content.

Adaptability and Willingness to Learn: The field of scholarly publishing is constantly evolving, with new technologies and practices emerging. Should be adaptable and willing to learn new tools and techniques to improve their skills and stay current in the field.

Note: This position offers an opportunity for growth and training in the full responsibilities of an Editor over time.

Application Instructions: Please submit your resume and a cover letter outlining your relevant experience and interest in the position to managechair@ogs.org.