

## BEFORE....

### 1. DO Your Homework!

- Choose the journal wisely; Consider how your own work fits, number of issues, type of journal, etc.
- Learn about the history and aims of the journal.
- Publish in the journal; learn about the submission and publication process.
- Join the publication committee of the professional organization sponsoring the journal.

### 2. Are YOU ready?

- Understand the challenges and rewards of editorial work (especially during COVID pandemic): interview previous editors about their experiences.
- Plan to spend a lot of time on the work of choosing reviewers, reading manuscripts, writing reviews, and editing.
- Do you have the skillset? Like to read a lot; be able to write constructive reviews; good with division of labor/working with colleagues; good at time management; and perhaps know many people.
- Not sure you are ready? Get your feet wet by editing special issues, serving on editorial boards, being deputy editor.

### 3. Develop a vision for the journal...

- This vision should relate to important/current initiatives of the journal’s organization sponsor and is endorsed by the executive and publication committees.
- Recruit board members to collaborate on the vision/plans for the journal and that represent different perspectives, approaches, groups, interests, and geographic areas relevant to the journal’s aims.

## Steps in Preparing for the Transition....

1. review manuscripts for this and other journals,
2. read last 4-5 years of journal volumes/issues,
3. learn the Associate Editor role,
4. try to shadow the previous editor to learn the roles and responsibilities (and the publisher’s roles!)
5. plan carefully for the transition year, and
6. assume editor role during transition.

## Financials

- Confer with your institutional administrative staff to determine costs of an office for managing editor.
- Ask about institutional support (both polices on course releases and in-kind contributions)
- Ask past editors for a copy of the annual budget and communicate with the sponsoring organization about any questions about the budget requirements as you develop the budget.
  - Budget items may include funds for a managing editor (e.g., graduate student wages), journal office needs, travel to annual conferences and/or meetings with the editorial team, book review editor costs/needs.
- Get all needed approvals (department/college/university) before submitting your proposal.

## Expect Highs and Lows

- + Feeling **you know everyone** at the PSA, ASA or other meetings—You learn who is a good reviewer, who is doing interesting research, and who is famous but irresponsible.
- + **Developing a sense of the direction of research** in the discipline or specialty.
- + **Learning about changes** in the publishing industry—open access journals/on-line journals vs print ones, sources of funds raised by journal (institutional subscriptions, downloaded articles, fewer print copies).
- **Feeling overwhelmed** with unexpected **non-editorial work**—budget reports, choosing new board members, negotiating with your campus for space/reduced load, etc.
- **Dealing with rumors** of journal acceptance rates or lag times; forms of authors’ bad behavior; politics of special issues; how to handle plagiarism.