



**NEW ENGLAND BOTANICAL CLUB
POSITION AVAILABLE
Editor-in-Chief, *Rhodora***



The New England Botanical Club (NEBC) seeks a professional Editor-in-Chief for their peer-reviewed journal *Rhodora*, which began publication in 1899. Devoted primarily to the botany of New England and the broader North American region, this journal publishes scientific papers and notes relating to the systematics, floristics, ecology, paleobotany, or conservation biology of this or floristically-related regions. *Rhodora* is published quarterly, with approximately 450 pages printed annually. The Editor-in-Chief is a part-time paid position (~\$10K/year) that oversees all aspects of journal publication and promotion, works with the journal's Managing Editor and Editorial Board of Associate Editors, and reports to the NEBC Council.

Founded in 1896, the NEBC is a non-profit organization promoting the study of plants of North America, especially the flora of New England and adjacent areas. The Club holds monthly meetings during the academic year (usually at Harvard University, Cambridge, Massachusetts), maintains nonvascular and vascular herbaria (more than 258,000 sheets), has a small library, and annually grants research and publication awards. For more information please visit our webpage www.rhodora.org.

Duties:

- Publish original, important, well-documented, peer-reviewed articles on a diverse range of botanical topics of interest to the readership
- Collaborate with and oversee the work of the journal's Managing Editor, and maintain efficient working relationships with volunteer Associate Editors on the Editorial Board
- Establish policies for and oversee:
 - Submission of manuscripts and criteria for authorship/contributorship
 - Distribution of manuscripts to appropriate Associate Editors for assignment of reviewers
 - Processes for peer review, evaluation of decisions regarding publication, and methods for reconsideration of rejected manuscripts
 - Conflict of interest and disclosure
 - Handling allegations and findings of scientific misbehavior, misconduct, and plagiarism
- Communicate publication guidelines and policies (e.g., Instructions for Authors, Instructions for Reviewers, and ethical guidelines)
- Provide the NEBC Council, Editorial Board, publisher or archive hosts with reports, as requested, on the journal's activities
- Receive, review, and act on complaints from those involved in the publication process
- Propose and finalize the journal's yearly budget and seek new sources of funding as needed to ensure the long-term viability of the journal
- Represent the Editorial Board and the NEBC in negotiations with the journal's publisher (currently Allen Press) and online archives (currently JSTOR, BioOne-2, and Botanicus)
- Actively promote *Rhodora* at conferences, lectures, and via web presence and social media to increase subscribership, publicize important articles, and increase the journal's impact factor

Qualifications:

- Demonstrate in-depth scientific knowledge of the fields covered in the journal through a solid record of peer-reviewed publication and, preferably, service on editorial boards
- Be skilled in the arts of writing, editing, critical assessment, negotiation, and diplomacy
- Possess excellent organizational skills
- Be conversant in new technologies for publishing and promoting academic journals, including on-line publication, website dissemination, open-access publication, and social media

To apply:

Please send a **cover letter** detailing your goals for *Rhodora*, a **curriculum vitae** listing previous relevant experience, and **names and contact information for two references** to President@rhodora.org. Applications will be accepted until the position is filled, with a projected start date (to overlap with current Editor-in-Chief) in June 2019. **Review of applications will begin April 1, 2019.**