

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Associate Editor

Class Code: 11730

Pay Grade: GH

A. Purpose:

Manages a book or quarterly journal production schedule and prepares manuscripts and articles for printing and sale by the State Historical Society Press as scholarly historical books and journals.

B. Distinguishing Feature:

Associate Editors prepare manuscripts and articles for publication by editing, verifying statements, checking facts and footnotes, and coordinating with authors, illustrators, map makers, graphic designers, printers, and indexers for their products and preparing the products for printing as a book or journal for subsequent sale by the South Dakota State Historical Society.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Receives and reviews manuscripts and articles to determine if the materials meet the standards of the South Dakota Historical Society Press.
 - a. Solicits and evaluates manuscripts and articles from authors.
 - b. Arranges article acceptance to preclude using the same author more than once annually.
 - c. Rejects adult fiction and historical fiction manuscripts and articles.
 - d. Sends articles to academics for blind reviews and publishing recommendations.
 - e. Meets with the editor and marketing director to decide which manuscripts will be accepted for inclusion in the book and journal development schedule.
 - f. Prepares correspondence notifying authors of manuscript and article acceptance or rejection and outlining research or any revisions needed.
2. Negotiates contracts with authors to ensure they receive appropriate compensation for their work and that copyright laws are complied with.
 - a. Negotiates contracts with authors.
 - b. Prepares and submits to authors detailed documentation, photo, illustration and map needs and requests additional information from authors as needed.
3. Initiates a thorough edit process on manuscripts and articles to ensure scholarly product development.
 - a. Secures copies of all author cited source materials for use in the editing process.
 - b. Corrects spelling and punctuation errors, noun-pronoun and subject-verb disagreements, misused word situations and other grammatical and tense problems in manuscripts, articles and book reviews.
 - c. Ensures the document states a premise, lays out the descriptive information, and draws a logical conclusion that is supported by factual evidence.
 - d. Researches statements in the manuscript, article or book review by comparison to source documents and determines validity of author's interpretations.
 - e. Researches and verifies or rewrites footnotes or develops missing footnotes.

- f. Incorporates newly acquired information from authors in manuscripts and articles being edited.
 - g. Identifies the need for maps, illustrations, and photos and conducts research for appropriate items relevant to the period.
 - h. Eliminates non substantiated text and plagiarized information.
 - i. Submits the edited text for word processing.
 - j. Reviews revised manuscript, article, and book review text for accuracy and content.
 - k. Provides manuscript or article with ancillary maps, illustrations, and photos to a graphic designer.
 - l. Receives from the graphic designer the book or article layout with font recommendation and placement of photos, maps and illustrations.
 - m. Submits the book or article layout to the indexer.
 - n. Edits the newly designed book or article with its index and returns changes to the graphic designer and indexer.
 - o. Meets with the administrator and marketing director to finalize decisions relating to printing the book.
 - p. Meets with the administrator to obtain approval to print the article and/or book review in the South Dakota History.
4. Tracks the status of multiple manuscripts and articles/book reviews in various stages of preparation for printing to ensure the book and the South Dakota History production timelines will be met.
 - a. Manages a two year book production schedule for 10 to 16 books.
 - b. Manages a 16 to 24 article production schedule over a two year period for the quarterly South Dakota History.
 5. Negotiates with in-house or contract map makers, illustrators, indexers, and graphic designers for their services to ensure a quality product.
 - a. Coordinates for use of in-house staff.
 - b. Negotiates flat fee payments and prepares contracts for use of contractor's services.
 - c. Works with in-house staff and contractors to coordinate preparation, approval of and timely delivery of desired products.
 6. Conducts research for appropriate photos from the State photograph archives and other sources; takes necessary action to acquire the rights to use the photographs.
 7. Maintains the International Standard Book Number Log and assigns ISBN's to each book being prepared for print.
 - a. Prepares cataloging information for each book or journal.
 - b. Files copyright requests.
 - c. Submits printed products to the Library of Congress.
 8. Negotiates with appropriate personnel to ensure the appropriate printing contractor is obtained to print the product.
 - a. Creates the request for printing.
 - b. Prepares detailed examples of outstanding and poor quality printed materials from past bids.
 - c. Works with the designated Purchasing Specialist to identify the printing bid that will result in a quality product.
 - d. Provides print ready text and ancillary materials to the printer.
 - e. Receives, proofreads and makes changes to the printer's galley proof.
 - f. Approves the product galley proof and gives approval to print the product.

- g. Verifies the contents of the printing invoice and ensures the costs are within the contractual agreement.
9. Prepares the State Historical Society Newsletter History Notes, brochures and other materials for publication and provides the webmaster website upgrade information.
10. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Administrator. Typically does not supervise, but directs the work of assistants, seasonal employees and interns.

E. Challenges and Problems:

Challenged to manage numerous books and articles on a two year publication schedule with each book and article in a different state of preparedness and development. This is difficult because the manuscripts and articles are so diverse in narrative content and map, illustration, and photograph requirements. In addition, some of the works are in development, some are in the edit process, some are with graphic designers, some are with indexers, some are in the print galley proof stage and some are being printed. Further challenged to be knowledgeable in Northern Great Plains history especially in the areas of social, cultural, economic, and military and for American Indians and non-Indian immigrants as well as proficient in grammar, spelling, word use, editing symbols, specialized types of color contrast printing technology and information management. This is difficult because of the variety of software available, adapting one software to work with another, and the rapid changes in technology.

Problems resolved include tactfully informing an author about manuscript or article rejection, situations of plagiarism, lack of creditable sources; research timelines that back up other work, short turn-around times between receipt of solicited manuscript and article supporting data and publishing deadlines; graphic designer developments that do not work with the printers capability to turn out a quality product; failure of color photo contrast in the printing process and other situations that impact on producing a quality book or issue of the South Dakota History.

F. Decision-making Authority:

Decisions include recommendations for selection of manuscripts for publishing and for articles and book reviews for the South Dakota History; research sources to use and the validity, accuracy and usefulness of sources; editing that removes or changes text and footnotes, and what is and is not plagiarism; the format of books and articles; which maps, illustrations, and photographs to use or be replaced with new; recommendations for cover and publication design, layout, and content and when the product is suitable for printing.

Decisions referred include final approval of manuscript and article acceptance and their priority in the editing process; final approval of book and the quarterly South Dakota History for printing; budget and personnel issues; and final approval of contractual obligations.

G. Contact with Others:

Weekly contact with regional and national libraries to acquire sources for fact-checking or photographs for publication; frequent contact with authors and researchers regarding potential manuscripts, articles and book reviews and as needed to discuss revisions to accepted manuscripts, articles and book reviews; with in-house and consultant graphic designers,

indexers, map makers and illustrators regarding work they are doing in support of book and article development and with Purchasing Specialists and printers regarding bids and publishing schedules.

H. Working Conditions:

Works in a typical office environment with good lighting and adequate space to spread out work.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- American and South Dakota history of the Northern Great Plains region;
- South Dakota cultures;
- editing methods and standards;
- Chicago Manual of Style, Kate Turabian and AP style books;
- copyright law and copyright rules and regulations;
- research techniques; writing, design, and layout; editing and proof marks; and publishing and printing;
- esthetic and technical aspects of photography;
- prepress and printing processes, and writing print specifications;
- research resources.

Ability to:

- think critically;
- analyze research data and internal structures of written material;
- organize and express information concisely and effectively;
- read and extract information from various reference materials and other resources;
- recognize historical error and solve problems of fact and conjecture through research;
- manage people and establish and maintain effective relationships;
- organize, schedule, direct, correct, and prioritize the work of others;
- organize and prioritize multiple, simultaneous editing projects with multiple processes.