

# HIMALAYA

## ***HIMALAYA* Editor(s)**

This document details the responsibilities and expectations for the Editor(s) for *HIMALAYA*, the journal of the Association for Nepal and Himalayan Studies (ANHS).

### **Must Haves**

1. A broad and deep knowledge of South Asian and broader Himalayan scholarship
2. A strong research record as a mid- to senior-level researcher, and ideally tenured at their institution or with an ongoing appointment
3. Editorial experience and other relevant expertise
4. An ability to bridge different disciplinary approaches to scholarship and an interest in interdisciplinary scholarship beyond their own discipline(s)
5. A vision for maintaining the high quality of the journal together with a vision for how to expand its disciplinary and geographical reach, scope, and engagement

### **Big 3 Areas of Responsibility (AoRs)**

1. Oversee and maintain the quality and timelines for all manuscript processing and evaluation
2. Serve as guarantor of the quality and timelines for all production processes
3. Advance the role and reach of the journal as a leader in South Asian and Himalayan studies globally

### **How to Approach the Role**

The editorship is a five-year term. Editor(s) for *HIMALAYA* will be the overall ambassadors of the journal, ensuring that the quality, reach, scope, and reputation of the journal continue to grow. The job of Editor(s) also involves coordinating and overseeing all journal-related work, from soliciting papers and sourcing reviewers to managing / participating in copyediting and proofing the full PDFs of the journal prior to publication online and in print, in order to ensure the regular, on time production of a high-quality open-access and multi-disciplinary publication. The Editor(s) are directly responsible individual(s) for the final quality of every manuscript and contribution to the journal.

### **Areas of Responsibility (AoRs):**

The Editor(s) will work closely with the Co-Editors, Managing Editor and other editorial assistants to be chiefly responsible for the following work:

- 1. Oversee and maintain the quality and timelines for all manuscript processing and evaluation**

- a. Recruit and select special (thematic) issues with guest editors, aiming for at least one such issue per year
- b. Screen and evaluate submissions for their suitability and quality (some may be rejected without review; others returned to authors for revisions before initial review)
- c. Manage the peer-review process in conjunction with the Managing Editor: requesting reviews from scholars with relevant expertise, tracking responses and timely return of reviews
- d. Re-assess the submission in light of both the reviews and their own close reading
- e. Correspond with each author through pre-formatted digital letters explaining the updates, process, and decisions and, in the case of revisions, providing clear directions for what revisions must be made
- f. Review and evaluate revisions to make sure that that directions provide in the editorial letter have been addressed and implemented
- g. Coordinate book, film, exhibit and conference reviews in consultation with the Reviews Editor
- h. Solicit photo essays for the website on contemporary social, political and cultural issues
- i. Write a brief editorial introduction to each issue

**2. Serve as guarantor of the quality and timelines for all production processes**

- a. Source original art and literature for each issue through scholarly networks and editorial board
- b. Working with the Managing Editor, coordinate with the production unit (currently UPNE) and designer (currently AH Design in New Haven) to ensure that art and image files meet requirements, and decide upon placement and sizing in the issue
- c. Working with the Managing Editor, coordinate with Macalaster College to deliver these final, accepted, and copyedited articles on a clear and agreed upon schedule
- d. Ensure that articles forwarded for publication meet all formatting requirements
- e. Proofread typeset articles, engage authors through the proof states of their articles, and review final completed issue mock-up for any final edits to be made

**3. Advance the role and reach of the journal as a leader in South Asian and Himalayan studies globally**

- a. Locate and apply for grants and subventions from research councils, foundations, philanthropic organizations and individuals to support, enrich and sustain the journal
- b. Act as an ambassador for the journal and serve as its public voice by actively promoting it in person, online and through fliers at academic conventions, conferences, seminars and workshops

- c. Recruit, select and appoint a diverse and active Editorial Board for a fixed term (currently 2 years), with opportunity based on mutual assent for renewal (another 3 years)
- d. Manage journal finances in coordination with the ANHS President, Treasurer and Book-keeper, including maintaining a spreadsheet of journal income and expenses, preparing annual report of activities, expenditures and any subventions received, and managing library subscriptions as well as print copy subscriptions for individual ANHS members
- e. Attend the annual South Asia conference in Madison each year to report on journal activities
- f. Attend the ANHS Conferences and participate as an *ex-officio* member in ANHS Executive Council and General Member meetings