

**Journal Editor(s) -- with the Assistance of the Executive Assistant, Technical Editor, Graphic Designer, and Printer – Responsibilities**

- Solicit ideas for the themed editions of the journal.
- Prepare the Call for Manuscripts.
- Update all related forms and materials and save on Google.docs.
- Monitor the *AILACTE Journal* web updates at [AILACTE Journal](#).
- Solicit members for the Journal Editorial Review Board (when necessary).
- Conduct initial manuscript screening.
- Read all manuscripts.
- Ensure that manuscripts are masked in order to ensure the anonymity of author(s) and objectivity of reviews.
- Send manuscripts to appropriate members of the Journal Editorial Review Board.
- Track manuscripts as they are sent out and as reviewers complete their reviews.
- Tally scores for each manuscript and review comments.  
Make decisions about which manuscripts will be published based on reviewer ratings and comments.
- Prepare feedback documents for all authors.
- Work with authors in cases where some additional work may be required prior to publication.
- Contact authors about the publication decisions and share the reviewer feedback. In some cases, authors may be asked to make some modifications.
- Conduct the technical editing. In some cases, the technical changes *may* be sent to the author(s) for review.
- Compile all components of the journal.
- Ensure that the graphic design of the journal is completed.
- Work with the printer to schedule printing and dissemination.
- Print and disseminate the journal
- Sell extra copies of the journal at the Annual AILACTE Conference.
- Sell extra copies of the journal via mail.
- Annually present a report to the AILACTE Board of Directors.