

***Portolan* Managing Editor Outline of Responsibilities (Including support roles)**

Managing Editor

- Gathers inputs from all parties
 - Receive contributed papers from authors
 - Provide contributed papers to Content Managers
 - Sends reminders of due dates to Content Managers
 - Receives Features articles from Features Editor
 - Receives completed book review and book cover images from Book Reviews Editor
- Compose "From the Editor"
- Coordinate with layout/printing team
- Submit all inputs to layout/printing team
- Review final proof of PDF (with proofing inputs from Content Managers), order print run (after reviewing membership database for print member + courtesy copy needs)
- Send cover image, table of contents, and high and low-res PDF to webmaster (items received from layout team)
- Update index of past issues and send to webmaster (after each issue)
- Update pricing for back-issue sales page
- **TIME ESTIMATE: 60 HOURS PER ISSUE**

Advertising/Marketing Manager

- Confirm list of advertisers with Treasurer
- In conjunction with Treasurer, send reminders to advertisers to submit or update ads – Treasurer has system to invoice when payment is due
- Send reminders to mutual exchange advertisers (map-related journals, fairs, conferences, etc.) to submit or update ads
- Provide Managing Editor with confirmation of ads to be used, and with fresh copy of those adverts that are new or revised.
- Send Portolan ads to mutual exchange advertisers for inclusion in their journals
- Email PDF copy of ad to exchange advertisers after publication (download from final PDF copy)
- Email list-servs with summary of contents of each issue
- **TIME ESTIMATE: 10 HOURS PER ISSUE**

Content Manager(s) (possibly divided into 2-3 content managers?)

- Assigned articles by the Managing Editor. Evaluate suitability of articles, submit article for peer review to expert members and/or provide select

articles to Editorial Advisory Board members for review and opinion on suitability, send deadline reminders to authors, edit articles, assist author in obtaining images, send letters of thanks to authors once article is published

- Content Manager would thus be responsible for all involved in getting a paper ready for publication – article, hi-res graphics with permissions to use, and close proofing - before being sent to the Editor ON TIME for the Editor's review and processing to the layout/production team.
- Sources of Main Articles:
 - Speakers [Well in advance of the meeting, contact the speaker and ask that person prepare an article suitable for publication. Some will decline due to book publication, their work schedules, etc.]
 - Other WMS and non-WMS authors [often unsolicited. Must be diplomatic, for some articles not suitable must be rejected by the WMS.]
 - Ristow Prize winning article(s)
 - Coordinate with Ristow Prize Chair [receiving notice from the Ristow Chair when the winner is chosen (typically in September), then actively working with the winner(s) to prepare their article(s) for publication in the Spring issue. Often challenging if the author has used many manuscript maps at libraries that require permissions and fees for using image.]

TIME ESTIMATE – VARIES GREATLY. Approx 15 hours per article.

Book Reviews Editor (Target is 3-5 book reviews per issue)

- Receive books from publishers (and return unsuitable ones)
- Request books from publishers (if not received automatically)
- Select reviewer for each book and mail book to reviewer
- [Keep close contact with reviewers so reviews are received on-time for publication]
- Email publishers thank you letter and PDF copy of book reviews
- **(TIME ESTIMATE 4-5 HOURS PER BOOK)**

Features Editor (Assemble following for timely submission to Managing Editor)

- President's Spring, Fall and Winter letters
- Vice President's list of WMS meetings for coming season
- Exhibitions/meetings – selected/refined from John Docktor's website www.docktor.com
- Spotlight on Membership - select members and request bio
- Cartographic Notes - compiled from various sources
- Leah Thomas's compilation of Recent Publications
- Secretary's annual (typically April) business meeting report

- WMS annual dinner (typically May) summary
- ICHC articles from Bert Johnson (two before [*Winter and Spring*] and one after [*Winter*] biennial conference
- **(TIME ESTIMATE 30 HOURS PER ISSUE)**

Production Manager

- Purchase catalog envelopes and blank address labels
- Print return address labels and affix to envelopes
- From the most current Society database, create mail-merge of address labels, print labels, and affix to all envelopes
 - Include addresses of article authors/book reviewers [These are printed when their thank-you letters are prepared, not on the master mail-merge. Some will get one copy of the journal, but authors receive multiple copies that are packaged separately from the bulk mailing. Each author is considered individually.]
- **Domestic (about 250 copies):**
 - Purchase non-profit 5-cent stamps from USPS and affix to envelopes sent with one journal only to US addresses.
 - Following USPS Guidelines. group and rubber-band domestic Portolan envelopes based on zip code and place into mail sacks
 - Prepare USPS shipping form
 - Bring sacks to a BMEU (Bulk Mail Entry Unit) location for final processing/mailing
 - Ship 20 copies in a box to Membership Chair [or arrange to meet membership chair – at which time he hands back previous undistributed issues, and is provided 20 just-published issues]
- International (About 50 copies)
 - Ship at US Post Office as First Class International mail
- Subscription Service Companies (SSC):
 - Most SSC provide a US mailing address. Those copies go bulk mail to individual addresses. Copies to foreign subscribers go to a US location for later forwarding. Some SSC orders go directly to a foreign address.
- Request reimbursement from Treasurer for expenses
- Mail copies of current/past issues when ordered
- **(TIME ESTIMATE – 25 HOURS PER ISSUE)**