Student Editorial Board (SEB) General Member Job Description
- The SEB works as part of a team to review Journal submissions.
- The SEB will be assigned to review articles in their general discipline under the general guidance of a Faculty Advisory Board Member.
- In consultation with a Faculty Advisory Board Member the SEB provides constructive feedback to selected abstract submissions, contributes to the review and final selection of articles to be published.
- The SEB must be task oriented and able to meet strict deadlines.
- The SEB review work will occur mid-February through April.
- The SEB will be recognized in the journal.
- The SEB can earn a letter of recommendation highlighting their service to the board.
- Participation in the SEB does not preclude a member from also submitting work to the Journal.

Copy Editor Job Description
- The CE will serve as a member of the Journal leadership team, working closely with the EIC to ensure Journal operations run smoothly.
- The CE will proofread all articles approved by the members of the SEB and ready for printing in the Journal before they are sent to the EIC.
- The CE will assist the EIC and AEICs in hosting workshops for prospective authors.
- The CE will assist the EIC in overlooking the final proof of the Journal.
- The CE will assist SEB members with any spelling, grammar, usage, or other copy and style questions.

Associate Editor Job Description
- The AEIC will work closely with their assigned Editorial Teams to ensure that the review of the articles are thoroughly completed with sufficient advice.
- The AEIC will be the first contact point for their Editorial Teams and assist in negotiating conflicts in their Editorial Teams.
- The AEIC will assist the EIC in planning and coordinating review process details.
- The AEIC will assist the EIC in finalizing and accepting the selection of submission.
- The AEIC will assist the EIC and CE the final proofread and layout of the journal.
- The AEIC will coordinate Journal Workshops and host the workshops for prospective authors.
- The AEIC will prepare and present the Unveiling Ceremony presentation.
- The AEIC will assist the EIC in various tasks to ensure the review process moves forward smoothly.
Editor-In-Chief (EIC) Job Description

- The EIC will work closely with the Faculty Advisory Board (FAB) and Editorial Team to ensure that the review of submissions moves forward as scheduled.
- The EIC will meet with the FAB Chair on a regular basis to discuss progress of review and selection, and address any issues.
- The EIC will coordinate all review process details and be the main contact for the SEB.
- The EIC will coordinate with the SEB members to ensure that they meet set deadlines.
- The EIC will set agenda for meetings with the SEB and FAB.
- The EIC will oversee the selection of submissions, follow up on files that need edits, and serve as the contact for questions.
- The EIC will oversee final proof-read and layout of the journal.
- The EIC will maintain a manual of processes to facilitate the transition for the next EIC.
- EIC will be assisted by the Assistant EIC(s) in all above tasks.