

## **Request for Proposals** **Editors of *Programmatic Perspectives***

The Council for Programs in Technical and Scientific Communication (CPTSC) is soliciting proposals for editorship of its scholarly journal *Programmatic Perspectives* for a three-year or five-year commitment. We are seeking individual applications for (Development) Editor and (Production) Editor. Two individuals may apply together as co-editors.

The first issue for the new editors will be Spring 2021, but the appointed editors should be available to work with the current editors and executive committee in 2020.

The new editors should be accomplished scholars, tenured members of the faculty, members of CPTSC who are conversant with and committed to its goals, and have had programmatic experience in a technical and professional communication program. A successful proposal must demonstrate both the prospective editors' credentials and a host institution's support for publishing the journal.

### **About the Journal**

*Programmatic Perspectives* is a peer-reviewed, bi-annual journal published by the CPTSC. It is aimed at an audience of administrators and faculty in technical and professional communication programs. The journal's over-arching goal is to contribute to the body of knowledge of the field of technical communication, with special emphasis on the many facets of programs, curriculum, program administration, pedagogical implications, and faculty issues. *Programmatic Perspectives* has published articles in the following categories:

- Applied research – reports of practically relevant (empirical or analytical) research
- Applied theory – original contributions to technical communication theory
- Commentaries/Editorials – invited or proposed comments on a particular issue important to programs and faculty (these are generally not peer reviewed)
- Program Profiles – descriptions of programs in the field

### **Editors' Responsibilities**

The duties of the editors include the following:

- Arrange double-blind peer review
- Make manuscript acceptance and publication decisions
- Work with authors on developmental editing through a mutual mentoring approach (see issue 1.2 for a description of this approach)
- Review potential contributions
- Manage associate editors and special issue editors
- Contribute to CPTSC's management of production, promotion, and distribution, including subscriptions, marketing, and advertising
- Solicit articles
- Provide feedback to authors and work with them on review-based questions
- Communicate with authors and answer journal-related questions
- Send proof pages to authors for review prior to publication
- Copyedit and proofread final journal copy prior to official publication of an issue
- Coordinate the design, layout, and production of the journal (currently done in InDesign)
- Supervise editorial assistants
- Manage the journal website
- Publish new issues of the journal to the web
- Update the online *Programmatic Perspectives* bibliography with the publication of each new issue
- Deliver manuscripts according to set schedules and deadlines
- Provide an annual report of the state of the journal
- Chair the Editorial Advisory Board
- Recruit advisory board members in consultation with the executive committee

- Attend CPTSC executive committee meetings

A *Programmatic Perspectives* editor representative will act as a regular voting member on the CPTSC executive committee. The editors will decide on which editor is the voting member.

## Proposal Instructions

Full proposals from prospective editors should include the following items:

1. **Statement of Editorial Vision and Policy.** Considering the research published in *Programmatic Perspectives* in the past, describe the editorial scope and policies to be pursued under your editorship. What does *Programmatic Perspectives* mean to you and to CPTSC membership? What should it mean in the future? What will the journal look like under your leadership? What changes would you suggest or new features you may want to include? This statement should show familiarity with the important programmatic issues confronting technical communication scholarship and describe how the journal will continue to serve the field. If you are submitting a co-editorship application, please delineate the duties in your statement. The proposal should specify whether the editors seek a three-year or five-year appointment.
2. **Statement of Institutional Resources.** *Programmatic Perspectives*' host institution will be responsible for providing office space and furnishings, as well as arrangements such as course release and travel support for the editors. Your proposal should provide a detailed description of the support that your institution will provide, along with a letter from your institution's administration confirming that support. The new editors will also need an editorial assistant, especially for copyediting manuscripts, to ensure the high quality of final articles. Details can be discussed concerning CPTSC's contribution of resources.
3. **Examples of past editorial work.** Reference any past editorial experience, including editorial roles with other journals, membership on editorial boards, or special issue editor roles.
4. **Curriculum Vitae.**

## Selection Details

Proposal review will begin on **May 1, 2020** and continue until the positions are filled.

A committee comprised of the President of CPTSC, a past editor of *Programmatic Perspectives*, and the ad-hoc *Programmatic Perspectives* committee will review all proposals. The committee will make its recommendations to the executive committee, who will make the final decision concerning the appointment of the new editor. Proposals for the editorship will be judged on several areas:

- A statement of editorial policy that reflects an understanding of programmatic issues within the field of technical and professional communication and the role that the journal plays in shaping that field
- An articulation of a compelling vision for the journal's future
- The proposed editor's academic qualifications, publishing experience, dedication to the CPTSC, and overall ability to work with a diverse group of scholars dedicated to academic rigor and practical relevance around the wide array of programmatic issues
- A proposed list of associate editors and Editorial Advisory Board members that reflects expertise as well as but a diversity of backgrounds and perspectives
- An articulation of support from the host institution.

## Terms

The new editors' terms will begin with the Spring 2021 issue, but the appointed editor should be available to work with the executive committee and the interim editors in 2020. The appointments will last three or five years, depending on the appointees' stated preferences.

## Submission Process

Proposals should be sent to Lora Arduser, chair of the CPTSC Editorial Committee. For more information, contact Lora Arduser at [lora.arduser@uc.edu](mailto:lora.arduser@uc.edu).