Call for nominations

The Canadian Linguistic Association/Association canadienne de linguistique is seeking an Editor for the Canadian Journal of Linguistics/Revue canadienne de linguistique. The Editorship is a volunteer position with a 5-year mandate (2009-2014). Now in its 52nd year, this bilingual academic journal publishes articles in English and French dealing with all major areas of linguistics including linguistic theory, phonetics, phonology, morphology, syntax, semantics, historical linguistics, sociolinguistics, psycholinguistics, and language acquisition.

Duties

The duties of the editor include:

• Providing intellectual leadership for the Journal by:
  (i) continuously re-assessing editorial objectives, policies, and content;
  (ii) ensuring the quality and the academic integrity of material published;
  (iii) approaching potential contributors;
  (iv) targeting research areas for thematic issues and recruiting guest editors;
  (v) assembling and maintaining a team of editorial board members.

• Planning and executing the production process by:
  (i) maintaining a production schedule and meeting production deadlines;
  (ii) communicating with authors including: evaluating submissions and determining their suitability for publication; upon receipt of reviews, determining whether submissions are publishable;
  (iii) finding appropriate reviewers for submissions;
  (iv) supervising the work of the Editorial Assistant and maintaining contact between Editorial Assistant, Squibs Editor, Book Review Editor, typesetter, guest editors, and authors;
  (v) ensuring the quality of the publication by monitoring the quality of revisions, copy-editing, translation, language use, accuracy, and production values;
  (vi) coordinating the final production stage including layout, proofreading, printing, and distribution;
  (vii) translating documentation and website material;
  (viii) monitoring the CJL/RCL website (in consultation with UT Press);
  (ix) regularly updating style sheet;
  (x) maintaining files relating to the operations of the Journal.

• Managing the finances of the Journal by:
  (i) preparing yearly financial reports for the CLA/ACL;
  (ii) preparing yearly financial reports for SSHRC/CRSH;
  (iii) preparing SSHRC/CRSH grant applications;
  (iv) overseeing journal subscriptions, marketing and external relations.

Abilities

This position requires that the candidate have an excellent command of at least one official language, and a working competence in the other. Relevant prior experience includes: (i) editing and peer review; (ii) managing and producing a publication; (ii) administering a large-scale project. This position requires the ability to: (i) communicate tactfully and show excellent judgment; (ii) handle multiple tasks, prioritize, and be resourceful; (iii) work independently and as part of a team. Other assets include familiarity with (i) various software applications (e.g., Word, Acrobat); (ii) electronic graphics formats (e.g. .jpg, .eps, .ps, .tiff).

Nominations

Nominations for this position should be forwarded to Professor Yves Roberge (yves.roberge@utoronto.ca) by May 2, 2008.