

Policy No: I-1

Subject: Role of *Knowledge Quest* Editor

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Effective Date: 6/23/17

Revision Date(s): 8/16/18, 2/25/20

Review Date(s):

**Review Responsibility:** AASL Board of Directors, *Knowledge Quest* Editorial Board

**Policy Statement:**

The AASL editor is responsible for all content of AASL’s official journal, *Knowledge Quest*, within the parameters of ALA and AASL policies, as well as all phases of production and distribution.

**Focus:**

Primary: *Knowledge Quest* Editorial Board, AASL Staff, AASL Board of Directors

**Purpose:**

To define roles and responsibilities of the *Knowledge Quest* editor.

**Procedure:**

Editorial Content

1. Works with the *Knowledge Quest* Editorial Board to identify feature article topics and related article topics for each volume and identify potential content experts and authors for each issue.
2. Works with the *Knowledge Quest* Editorial Board and the *Knowledge Quest* Editorial Board liaison to assist content experts in identifying authors and developing content for each issue.
3. Upon selection of content expert and liaison for each issue, sends the content expert(s) and liaison the production schedule, feature and article manuscript guidelines, the link to the ALA Connect space, and the contact information for the *Knowledge Quest* Editorial Board member who will serve as the liaison for the issue. The *Knowledge Quest* Editorial Board liaison will be copied on the communication.
4. Works with AASL President to ensure timeliness and accurate content of President’s Column.
5. Works with the content expert and article author(s) to manage manuscript copy editing and final proofs.
6. Manages review and approval process of any unsolicited manuscript submissions.
7. Ensures timeliness and accurate content of any standing columns.

Production

1. Oversees all phases of the production process, ensuring production and distribution of five issues annually in a timely manner.
  - a. Working with authors and content experts finalizes layout and artwork for each issue.
  - b. Manages all production vendor relationships and overall production budget.
  - c. Manages all postage and mail list(s).
2. Ensures all copyright and permissions have been obtained prior to distribution.

Advertising

1. In coordination with AASL staff finalizes the *Knowledge Quest* media kit annually including the setting of prices.

2. Finalizes all advertising contracts.
3. Works with advertisers to secure proper artwork.
4. Works with ALA Accounting to finalize all invoicing and payment.