

### **Role of the LI Editorial Board**

- Promote the publication whenever there is the opportunity. Otherwise, marketing will be the responsibility of MC (marketing working party).
- Attend a minimum of three meetings a year
- Be prepared and available to proof-read when required
- Meet deadlines
- Support and mentor new board members
- Be prepared to 'mind' articles and support authors
- Take responsibility for the financial viability of the publication
- Identify and commission new material.
- Be prepared to find and review books and other materials including on-line resources
- Be pro-active in making critical and creative contributions to evaluating and maintaining the quality of material for publication
- Be familiar with the guidelines for authors and the vision for the journal
- Encourage and support contributions from new writers for non peer-reviewed section

### **Criteria for membership of the LI Editorial Board**

- Show commitment to the vision of the publication
- Membership of NATECLA
- Be prepared to commit time as and when required
- Have good proof-reading skills
- Be reliable
- Be a good team member

### **Criteria for Editorship**

As for board members plus:

- proven editorial experience **or** be a published author in a peer-reviewed publication
- experience of the peer-review process
- established links with other experts in the relevant field
- post-graduate qualification or demonstrable equivalent
- excellent proof-reading skills.
- Excellent time-management skills in order to meet deadlines.
- Excellent people-management skills

### **Make up of the board**

There should be an aim to have a balance representing the readership and language learners (for readership list see 'vision' doc. 'readership')

Areas of expertise to be represented on board:

- Frontline contact with language learners
- Academic
- Policy
- Teacher-training
- Global
- Community languages

Board members should:

- Have a range of experience and perspectives in terms of language learning and migration
- Represent the NATECLA regions (\*travelling expenses will be paid).

Membership of board and for editorship would be for a 3- year period

Review to take place three years from joining

Audit of members to take place twice-yearly at editorial board meetings

Invite expressions of interest eg in NATECLA News, ESOL research forum etc

The Editor of the board is offered an honorarium.

**Process for application to join board or for editorship:**

- Editors and board members to be appointed by external advert
- Advert for board member should be based on board audit. It could specify from which areas applications would be particularly welcome.
- Applicants to submit CV and statement against criteria
- Applicants for membership of board to be selected by board and ratified by MC
- Applicants for editor to be short-listed by board (excluding any board member who has applied) and one MC member.
- Applicants for editor to be interviewed by a panel of four people, two representing MC (one a co-chair if possible) and two LI.

**Meetings**

One meeting per year is to focus on wider issues. Members of advisory board and management council welcome at this meeting.