

Layout Editor

Partnership: The Canadian Journal of Library and Information Practice and Research invites applications for the position of **Layout Editor**.

Reporting to the Editor-in-Chief, and working in a collegial atmosphere with a team of twelve other *Partnership* editors, including another experienced layout editor, this is a volunteer position on one of Canada's leading open access journals serving the library profession. The position provides excellent recognition and professional development opportunities. Benefits include complimentary registration at the annual OLA Super Conference. The initial term of appointment is two years (renewable).

Article layout is one of the final steps of the journal production process. Good layout is an important part of making the final publication look consistent, attractive and professional.

Duties

- Converts copyedited manuscript files in MS Word format to PDF and HTML galleys.
- Ensures that all of the required article elements are present in the correct order: e.g., title, author credentials, abstract, keywords, body of the article, works cited, appendices, etc.
- Checks and adjusts font, spacing, headings, pagination, figures and tables, in accordance with *Partnership's* layout policy guidelines.
- Notifies author when galleys are ready for inspection.
- Makes final corrections to galleys based on feedback from the author and proofreader.

Qualifications

- Advanced experience with Microsoft Word.
- Good knowledge of HTML and experience using an HTML editor.
- Excellent attention to detail and the ability to meet tight deadlines.
- Previous layout experience and/or experience working with the OJS journal publishing system would be an asset.

Background

The business of running the journal is conducted primarily by email with occasional teleconferences and one face-to-face meeting per year. The time commitment for the Layout Editor will vary from issue to issue, with peak activity occurring in May and November prior to publication deadlines. The workload would probably not exceed 10-12 days per year.

Application and Selection Procedure

Deadline for applications is December 15, 2012.

Letters of application stating interest and qualifications, along with a current CV, should be sent to:

David Fox, Editor-in-Chief

Partnership: the Canadian Journal of Library and Information Practice and Research

Email: david.fox@usask.ca

Applications will be reviewed by a committee consisting of the Editor-in-Chief and members of The Partnership Board and the *Partnership* editorial team.

About Partnership:

Partnership: The Canadian Journal of Library and Information Practice and Research (<http://www.partnershipjournal.ca/>) is a leading open access journal serving the information and scholarly interests of the entire Canadian library community. The journal has published two issues per year since 2006.

The journal is published by The Partnership: Provincial and Territorial Library Associations of Canada. It is sponsored by the University of Guelph Library and the University Library, University of Saskatchewan. *Partnership* is a blended publication featuring formal, double-blind peer-reviewed sections on Theory and Research, and Innovations in Practice; a Conference Spotlight section subject to arm's length peer-review; plus several sections under editorial review: Professional Development, Reviews, Profiles, Viewpoints, and News and Announcements.

Partnership is hosted by the University of Guelph Library on the OJS platform.