JOB DESCRIPTION: EDITOR

The Editor of Florida Entomologist serves as a combination of managing editor, technical editor, and scientific editor. Although, scientific editing is largely done by the Associate Editors. The Editor is appointed by the Executive Committee for a period of four years. There is no limit to the number of years an Editor may serve. The Editor is compensated at a rate determined by the Executive Committee. The Editor is Chairman of the Publications Committee and is a non-voting member of the Executive Committee.

The Editor should be a person of sound judgement, tempered with imagination and intuition and a wide and sound knowledge of the disciplines within entomology. The Editor should be endowed with a firm command of language and a well controlled passion for accuracy. The Editor must exercise tact in dealing with authors, Associate Editors, printers, and the Executive Committee. The Editor must be able to cope with the numerous practical problems of getting typescripts and their electronic counterparts into print.

APPOINTMENT OF ASSOCIATE EDITORS: The Editor will determine the need for subject area specialists and appoint appropriate Associate Editors (subject to the approval of the Executive Committee). The Editor will provide guidance and support for these Associates, evaluate their performance, and act as arbiter of disputes between Associates and authors. Dismissal of an Associate Editor during a term of appointment will be subject to approval by the Executive Committee.

AIM AND SCOPE: The Editor is responsible for determining the suitability of subject matter within papers submitted to the journal. The scope of the journal should be developed through consultation with the Executive Committee and Associate Editors.

FORM AND STYLE OF THE JOURNAL: The Editor is responsible for developing and maintaining consistent form and style for the journal (see technical editing). These requirements are conveyed to authors through the "Instructions to Authors" and through other means developed by the Editor. Major changes in form or style should be brought to the attention of the Executive Committee.

TRACKING OF SUBMITTED PAPERS: The Editor will develop and maintain a system for efficient processing and progress-chasing of manuscripts.

TECHNICAL EDITING: Technical editing includes checking that the form of each part of the manuscript matches the detailed requirements of the instructions to authors; that the nomenclature, abbreviations, units, and symbols follow internationally accepted systems; and that small capital letters, Greek, Cyrillic or other alphabets, italics and bold type, rank of headings, form of in-text citations and references cited, and a host of other typographical details are correct or marked clearly for the typesetter. It also includes seeing that all necessary parts of each manuscript and each journal issue are present, properly identified and assembled in the right order, and in the proper electronic medium and format for the printer.

COPY EDITING OF GALLEYS: The Editor is responsible for minimal copy editing. Accuracy within galleys is largely the responsibility of the authors. The Editor will copy edit the Table of Contents, FES-related matter, running heads, and article titles. The Editor will examine all corrections indicated by authors, determine if and how they should be made and develop a set of edited galleys that reflect these decisions. The
Job Description

Editor also marks the first mention of each figure and table to assist the printer in developing the page proofs. The Editor's marked galleys are conveyed to the printer. The Editor also determines whether corrections are the result of author errors or changes, editing mistakes (Editor errors), or printing/typesetting errors; these determinations are indicated to the printer so that appropriate billing can occur.

The Associate Editor for Resumen will copy edit the galleys of Spanish language abstracts, return them directly to the printer, and examine the final page proofs to assure accuracy. The Editor will monitor this process.

FINAL PAGE PROOFS: These are the proofs that resemble the final issue. The Editor is responsible for determining that corrections indicated on the galleys are accurate. The Editor makes a final check for accuracy of the "Table of Contents", running heads, and article titles. The Editor checks for continuity of text after the insertion of pagination, tables, and figures.

JOURNAL PRODUCTION: The Editor will assemble and convey to the printer all journal articles and other matter in a timely fashion to assure that production schedules are met. The Editor will closely monitor the activities of the printer and work with the printing firm to assure timely production of the journal.

JOURNAL FINANCES: The Editor will consult with the Business Manager and printer and will make annual recommendations to the Executive Committee regarding page charges and other matters relating to the finances of the Journal. The Editor will annually solicit a bid or bids for production of the journal and for billing and collecting charges to authors. This bid also will contain the proposed reprint charges. The Editor will present bids and his/her recommendations to the Executive Committee at the last meeting of the calendar year (usually October).

WAIVERS OF PAGES CHARGES: It has been past practice for the Executive Committee to authorize the Editor to exercise his/her judgment in reducing or waiving page charges for authors that indicate a need. The annual amount of such waivers is determined by the Executive Committee and calculated in terms of the printer's charges to the Society, not page charges. The Society does not waive or reduce reprint charges as these are a business transaction directly between the author and the printer.

OTHER JOURNAL-RELATED BUSINESS: In general, business-related functions are the responsibility of the Business Manager appointed by the Executive Committee. However, these functions will be facilitated by the Editor whenever appropriate. Usually, these relate to requests for permission to use material from the journal, matters related to the activities of abstracting agencies and agencies that catalog journals, and requests for journal exchanges.

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DUTIES OF ASSOCIATE EDITORS

Associate Editors are appointed by the Editor (subject to approval of the Executive Committee) for a term of two years. There is no limit to the number of terms that may be served. Associate Editors represent the disciplines covered by the journal. Ideally, they should know their subject in depth, but not be narrowly confined to one topic. The golden rule of Associate Editors should be to work with authors, not against them.