

# **Editor and Co-Editor Job Description**

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## **New Zealand Nurses Organisation College of Stomal Therapy Nursing**

### ***Purpose of Position:***

The NZNOCSTN Editors are responsible for the preparation, design, production and distribution of the NZNOCSTN journal, “*The Outlet*”. The Editors will produce a quality, relevant journal at least twice per calendar year.

### ***Position in Organisation:***

The NZNOCSTN Editors are responsible to NZNO, the NZNOCSTN Executive Committee and College membership.

### ***Terms of Appointment:***

The Editors are elected members of the NZNO College of Stomal Therapy Nurses’ Executive Committee and are appointed by the Committee to the editorship role for a two year period. The two year term is concurrent with membership of the Executive Committee.

If re-elected for a second term of service on the NZNOCSTN Executive Committee renewal of the editorial role is by mutual agreement between the committee and the Editor/s.

All new Editor/s will be provided with an orientation package. Exiting Editor/s will be available for consultation and orientation of new editors for their first journal publication.

### ***Termination of Appointment:***

Termination of the Editor/s’ position is either by resignation in writing to the Chairperson or by non-selection at the next executive committee election or completion of elected term.

### ***Special Authority:***

In collaboration with Liberty and on behalf of the Executive Committee, the Editor/s will co-ordinate the process for selecting the recipient of the Liberty Publishers Award.

The Editor/s will participate on the award selection panel by critiquing articles submitted for the award. The process is to be completed by the last week in October in the year of conference and the award is to be made at the bi-annual conference.

### ***Person Specification:***

*The Outlet* Editor/s will be:

- An active NZNOCSTN Executive Committee Member
- Self-motivated with the commitment and passion to produce a quality journal which meets the professional, industrial and educational needs of the membership
- Reliable with a high level of organisational and excellent time management skills, working well under pressure, prioritising workload to ensure deadlines are met
- Able to work autonomously and/ or in collaboration with the Executive Committee, NZNO and *The Outlet* publishing team
- Adaptable and flexible in a changing environment
- Able to demonstrate the ability to embrace and encourage the efforts of first time authors
- Able to develop an understanding of the wider culture of nursing, the practice environment and the issues effecting STN's to establish and maintain relevancy of the journal.
- Committed to working within the parameters of the Treaty of Waitangi framework

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### ***Key Tasks and responsibilities:***

- Manage articles submitted for publication in *The Outlet*
- Facilitate a positive, editorial relationship with an author that demonstrates integrity\_for the publishing process and respect for the author's work
- Be familiar with the NZNO Section and College Handbook – *The Outlet* Editors role
- Encourage and support authors to submit articles.

### ***Financial:***

- Ideally publication of *The Outlet* is a cost neutral activity which is financed from advertising revenue
- Invoices from the publishing company are to be forwarded to the treasurer in a timely manner for payment

**Advertising:**

- The costs for advertising in *The Outlet* are set by the National Executive Committee in November of each year
- Letters of invitation to advertise in *The Outlet* are sent to all industry partners by the treasurer in November of each year
- Editor/s to send advertisers a request to submit advertising material 6 weeks prior to distribution date for each journal
- Liaise with Editor of Australia Association of Stomal Therapy Nurses (AASTN), journal to uphold the Memorandum of Understanding (2011) between NZNOCSTN and the AASTN re mutually publishing conferences and educational opportunities
- Advertises the *Bernadette Hart Scholarship Award* annually. Informs membership of the successful candidate and ensures candidate submits an article reviewing activity for which the scholarship was used.

**Publishing Process:**

- Contract for a design/publishing/distribution service is negotiated in June each year and submitted to NZNO for sign off. The planning process for publication of each journal commences eight weeks before the distribution date. Planning commences first week February, June and October with distribution in April, August and November
- Establishes timeline for actions to be undertaken eight weeks before distribution date and sends to publishers
- Provides draft design and layout of copy to publishers four weeks before distribution date
- Promptly returns first and second proof of copy to distributors
- Signs off final proof for printing and provides publishers with up dated membership list for distribution.

**Distribution:**

- Distribution list to include all members of NZNOCSTN, national library x 2 copies, PNA, all advertising companies x1 copy, NZNO library x1 copy. PDF version to be loaded onto the STN college website and informist
- The months and frequency of distribution are to be negotiated by the committee in consultation with the publishers

**Sourcing Publishing Material:**

- Sources, collects, commissions appropriate material for publication
- Takes or commissions photographs of events for inclusion in the journal
- Liaises with other journal editors and authors to re-publish articles of interest
- Edits material to ensure acceptable quality and standard for publication (assistance with proofing service may be available through NZNO if required).
- Works with authors to develop publishable material that meets the required standard
- Provides authors with "Guidelines for Publishing in *The Outlet*".

**Reporting:**

- Ensure content and planning for *The Outlet* is reported back to NZNOCSTN Executive Committee at each meeting or contact
- Provide written and verbal report on production and publication of *The Outlet* to the Biennial Conference
- STN contacts list to be published once per year as a separate hand out.