Mid-South Educational Research Association

Call for Applications: Editor for *The Researcher*

The Mid-South Educational Research Association (MSERA) is seeking applicants to serve as editor for *The Researcher*, the official newsletter for MSERA. Any MSERA member from a higher education institution or education agency is eligible to submit an application for editorship of *The Researcher*.

Purpose

The Researcher serves as a major vehicle of communication among MSERA members. It is currently produced four times a year, and the editor is expected to meet the following goals of the organization: provide a quality publication for MSERA membership, enhance MSERA exposure and prestige, solicit new membership, provide a linkage for the membership, and coordinate the publication with MSERA activities and other publications of the organization. The editor completes the compilation, production, and distribution of *The Researcher* on a regular basis as described herein and with the approval of the Board of Directors. See also the description of the editor, *The Researcher* below.

Responsibilities of Editor(s)

The editor assumes the following responsibilities:

1. Plan a production schedule for the year and communicate it to the Publications and Technology committee chairs and MSERA officers who are to provide information to be published. The production schedule should allow ample time prior to proposed distribution dates for receipt and subsequent editing of information. (See example below)

February issue (No. 1)	January 15
May issue (No. 2)	April 1
August issue (No. 3)	July 1 (Membership Directory - printed)
October issue (No. 4)	September 1 (Annual Meeting Program - printed)

2. Distribute *The Researcher* to current MSERA members. Mailing is to be done at bulk rates whenever possible to reduce postage expense.

3. Establish a working relationship with the Technology Committee and Webmaster for providing members with electronic copies of *The Researcher*.

4. With approval of the Executive Director, establish a working relationship with a printing company or institutional resource to produce a high-quality publication at minimal cost and do so with minimal turnaround time on printing.

5. Obtain mailing labels for the MSERA membership through a request to the Secretary or Executive Director approximately two weeks prior to the mailing of specified issues. At the time the request is made, the number of members should be obtained in order to determine the number of copies to be printed.

6. For issue No. 1 containing the "Call for Papers," the editor will coordinate dissemination of the call with the LERA and SRERA representatives on the Board. The editor will remind these representatives to disseminate through the organization's electronic or print outlets. The editor will remind State Directors to disseminate to deans of teacher preparation institutions in constituent states.

7. Provide the President the opportunity to address the membership in all issues.

8. Formulate and submit a proposed budget for the year to the President in January and present at the spring board meeting for approval.

9. Solicit approval for printing from the Executive Director prior to incurring any printing expenses per the approved budget then submit a bill of approved expenses incurred in preparation and mailing of *The Researcher* to the Executive Director within one month following the mailing of print issues.

10. Attend the spring and fall board meetings of the Board of Directors to obtain information about items of interest to the membership that should be reported through *The Researcher* and to report to the board about the production of *The Researcher* and expenses*.* The editor is appointed by the Board of Directors and is a non-voting member of the board. (The editor is to receive copies of the minutes of the board meetings.)

11. At the fall board meeting, present an annual report detailing the activities and expenses of *The Researcher.*

12. Assume responsibility for the taking of photographs at the Annual Meeting for use in *The Researcher*.

13. Assume responsibility for requesting appropriate members to prepare appropriate contributions for inclusion in *The Researcher.*

14. Initiate contact with officers, committee chairs, outstanding paper award winners, etc., making every effort possible to obtain the material scheduled for publication in each issue of *The Researcher*.

Description of Issues

The Researcher is issued four times annually. The contents of the issues are as follows:

Issue No. 1: The first *The Researcher* is distributed to membership about February 1. It includes:

- remarks to the membership by the outgoing and incoming presidents,

- official list of board members and executive officers with institutional affiliations,

- a brief announcement of the titles and authors of the paper(s) selected for the Distinguished Dissertation Award and the Outstanding Paper Award at the fall Annual Meeting,

- the "Call for Papers," and session chairs/presiders,

- list of recipients of service and historical awards, along with affiliation, from the previous Fall Annual Meeting,

- a contribution from the Historian,

- announcement of the call for outstanding paper and distinguished dissertation awards, and

- other miscellaneous information of interest to the MSERA membership as determined by the editor.

Issue No. 2: The second *The Researcher* is distributed to the membership about May 1. It includes:

- the President's message to the membership,

- the official list of committee names, chairperson(s), and other appointments with institutional affiliation,

- the call for nominations for the Harry L. Bowman Service and Walter M. Mathews Historical Contributions awards,

- a University Student Representative contribution,

- announcement of the Research in Progress call for proposals,

- call for nominees for open officer and board member positions, and

- preview about the upcoming meeting, including pictures.

Issue No. 3: The third *The Researcher* is distributed about August 1. It includes:

- the President's message to the membership,

- a formal announcement of the fall Annual Meeting with anticipated highlights including information about registration and housing for upcoming meeting,

- a biographical sketch and photo of the keynote speaker (if applicable),

- a University Student Representative contribution,

- current membership directory, and

- items of general interest to the membership.

Issue No. 4: The fourth *The Researcher* is distributed about October 1. It is the official program for the Annual Meeting. The obligation of the editor is to work closely with the Program Committee Chair regarding the form in which the program materials are to be submitted for publication. An additional 30 copies of this issue are printed for distribution to individuals who join as new members at the Annual Meeting. It also includes:

- the President's message to the membership,

- the nominees for open officer and board member positions with pictures and narrative about their involvement in MSERA,

- a list of Institutional Members,

- a contribution from the Historian,

- a list of MSERF contributors, as well as the list of MSERF board members and the mission of MSERF, and

- other information important for attendance and participation at the annual meeting.

The extent to which *The Researcher* meets the needs of the organization will be dependent on the support and cooperation of those who contribute to *The Researcher* (the MSERA board members, committee chairs, publications editor, and the MSERA members contributing to *The Researcher*) as well as the editor.

Call for Applications Requirements

To submit a call for proposal for editor of *The Researcher*, applicants must include the following:

1. A cover letter addressing the Board of Directors which includes:

   details about the applicant's interest in the position and commitment to MSERA, as well as his/her credentials with vita and, at least, three references. Additionally, the application must include letter(s) of support from the applicant's institution or organization specifying the institution's or organization's support of the applicant in fulfilling this position. It is also encouraged that the applicant requests release time and other types of institutional or organizational support for this position. A section focused on the proposed editorship of *The Researcher* including the following:

   a. A description of the applicant's editorial experience and why he/she is suitable for the position (e.g., descriptions of familiarity and engagement in MSERA, reputation as scholar, and other leadership roles that strengthen the application).

   b. A list of others who will assist with editorial tasks, such as editorial assistant, copy editor, and production editor. This list should briefly include how these persons are qualified for the positions.

2. A section focused on the proposed publication of *The Researcher* including the following:

a. A proposed format and/or prototype of *The Researcher* including layout, structure, topics included, etc., if the proposed would be substantially different than that outlined above and used in the past.

b. Identification of a method for producing electronic copies of *The Researcher* and any associated costs.

c. Identification of a production facility (for print copies) and why it would be an appropriate fit for *The Researcher* (include rate for production if available).

Please email your application to MSERA's President-Elect, Rachelle Miller (rgmiller@uca.edu), by July 15, 2019.

The Researcher **Production Planning Calendar Summary**

Issue [primary focus]	Production Time (~2 weeks)		Distribution Time (~ 1 week)	
	Contributor's general deadline to editor	Editor's deadline	Editor's deadline for distribution	Target date for membership to receive issue
FEBRUARY (#1) [call for papers]	January 15	Jan 30	Feb 1	Feb 5
MAY (#2) [leadership]	April 1	Apr 15	May 1	May 5
AUGUST (#3) [member directory]	July 1	July 15	Aug 1	Aug 5
OCTOBER (#4) [annual meeting program]	September 1	Sept 15	Oct 1	Oct 5

The Researcher: EDITOR AND CONTRIBUTOR RESPONSIBILITIES AND DEADLINES

Editor notify by	January 1	March 15	June 15	August 15
CONTRIBUTOR & due date	**FEBRUARY ISSUE** January 15 Deadline	**MAY ISSUE** April 1 Deadline	**AUGUST ISSUE** July 1 Deadline	**OCTOBER ISSUE** September 1 Deadline
President	►official list of board members and executive officers with institutional affiliation ►president's message (with title) [500w]	►president's message (with title) [500w] ►official list of committee names, committee chairs, and other appointments with institutional affiliations ►announcement: call for nominees for Bowman Service and Mathews Historical Contributions awards [100w] (see Operations Manual for example)	►president's message (with title) [500w] ►announcement: annual meeting speaker & speaker pic (if applicable) [500w]	►president's message (with title) [500w]
Past-President	►past president's message (with title) [500w]	►announcement: call for nominees for open officer and board member positions [120w]		►announcement: nominees for open officer and board member positions with pics and narratives [120w each]
President-Elect	►announcement: call for outstanding papers and distinguished dissertations (see Operations Manual for example)			
Secretary/ Executive Director	►membership information ►announcement of the titles and authors of the previous years' outstanding paper(s) and distinguished dissertation(s) ►list of recipients of service and historical awards from previous meeting	►membership information	►membership/registration information ►membership directory content	►membership/registration information ►list of Institutional members

Editor notify by	January 1	March 15	June 15	August 15
CONTRIBUTOR & due date	**FEBRUARY ISSUE** January 15 Deadline	**MAY ISSUE** April 1 Deadline	**AUGUST ISSUE** July 1 Deadline	**OCTOBER ISSUE** September 1 Deadline
Program Chair	►announcement: call for papers [200w] ►announcement: call for session chairs [150w]		►announcement: overview of annual meeting	►annual meeting program content (includes highlights and overview)
University Student Chair		►University Student Representative contribution [120w]	► University Student Representative contribution [120w]	
Historian	►Historian contribution [120w]			►Historian contribution [120w]
Foundation Board Chair		►call for submissions for research-in-progress [150w]		►list of MSERF contributors ►announcement: MSERF board members and mission [250w]
Local Arrangements Chair		►upcoming site pics and promotional information	►upcoming site pics, hotel deadlines and special rates	►map and travel directions ►meeting room layout