

## **Provenance Editor**

**Purpose:** The Editor manages the publication and distribution of *Provenance* on a yearly basis and coordinates the selection of the Gracy Award recipient.

**Term of Office:** Three years. Appointed by President with Executive Board approval.

**Voting Status:** Ex-officio member.

### **Major Duties/Responsibilities:**

- A. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.
- B. Appoints editorial staff which may include managing editor, associate editor, and book review editor. Nominates Editorial Board members for approval of the Executive Board.
- C. Reviews and updates *Provenance's* editorial policy.
- D. Oversees all aspects of production and distribution of the journal, coordinates the activities of the editorial staff and Editorial Board, and ensures the timely production of the journal.
- E. Solicits and selects, with advice of Editorial Board, materials for inclusion in *Provenance*.
- F. Assigns journal articles to members of the editorial staff and Editorial Board for review for content and style, keeping to established timetables and journal requirements.
- G. Serves as liaison with authors and assigned copy editor on necessary revisions.
- H. Obtains copyright from each author whose works appear in *Provenance*.
- I. Designs and completes layout of *Provenance*, edits the final manuscript for literary style.
- J. Proofreads and edits the final galley for typographical errors, content omissions, and format problems.
- K. Coordinates the selection of the Gracy Award recipient for each issue of *Provenance*. Works with Editorial Board in selecting the recipient, advises the Executive Board of their selection, notifies the winner and arranges for the awarding of a certificate and prize. Announces the winner at the SGA annual business meeting and in the Winter (Issue 4) of the *SGA Newsletter*.
- L. Coordinates the microfilming and indexing of *Provenance* every five years [i.e. 2000, 2005, 2010].
- M. Calls and chairs a minimum of two editorial staff and Board meetings each year.
- N. Serves as correspondent for matters related to journal, such as granting reprint permission.
- O. Mails author's copies of publication with formal acknowledgement of contribution to journal.
- P. Consults with Treasurer by December 1 to determine the *Provenance* budget for the next fiscal year and establishes pricing for individual issues of the journal.
- Q. Forwards to the SGA Archivist two copies of each issue of the journal and any non-current files and turns over the current files to the incoming Editor.

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## **Provenance Managing Editor**

**Purpose:** The Managing Editor assists the Editor in the layout, production, and distribution of *Provenance*.

**Term of Office:** Three years. Appointed by Editor with Executive Board approval.

**Voting Status:** Non-voting member.

**Major Duties/Responsibilities:**

- A. Arranges for typing of final text, including hiring and making arrangements for printing and arranging payment of printer.
  - B. Arranges for and sends camera-ready copy to printer.
  - C. Arranges with Subscription Manager to receive mailing labels on time and determines number of copies to print.
  - D. Coordinates arrangements for mailing *Provenance* (including separation of those journals being mailed outside the U.S.) and insures that the *Provenance* is mailed in a timely manner.
  - E. Oversees marketing of *Provenance* including advertising and exhibiting at professional meetings.
  - F. Updates information regarding *Provenance* on SGA Website.
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**Provenance Associate Editor(s)**

**Purpose:** The Associate Editor assists the Editor in soliciting, editing, and production of *Provenance*.

**Term of Office:** Three years. Appointed by Editor with Executive Board approval.

**Voting Status:** Non-voting member.

**Major Duties/Responsibilities:**

- A. Solicits articles for inclusion in *Provenance*.
  - B. Reviews articles as assigned by Editor.
  - C. Assists in copy and final editing considering content, quality, and style set by journal requirements.
  - D. Works with contributors and department editor(s) as assigned and provides disk and hard copy to Editor.
  - E. Assists with design and production of journal.
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**Provenance Book Review Editor**

**Purpose:** The book review editor solicits critical assessments of books and materials that contribute to the archival activities that *Provenance* attempts to explore.

**Term of Office:** Three years. Appointed by Editor with Executive Board approval.

**Voting Status:** Non-voting member.

**Major Duties/Responsibilities:**

- A. Solicits and selects, with advice from the Editor, six to eight publications to be reviewed for inclusion in each issue of *Provenance*.

- B. Arranges for reviewers of each publication identified.
- C. Coordinates with reviewers to receive a copy of the publication, to provide guidelines and to determine deadline for submission.
- D. Edits the text of all reviews submitted for inclusion in *Provenance* and submits final product to the Associate Editor.
- E. Arranges for two copies of each review to be sent to the author of the review and to the publisher of the book.

**Approved by the Executive Board: October 12, 2010**