

## **CAML Review Editorial Team Terms of Reference**

[CAML Review](#) is the official publication of the Canadian Association of Music Libraries, Archives, and Documentation Centres ([CAML](#)). An open-access publication that appears twice a year (June 1 and December 1), *CAML Review* includes peer-reviewed research articles, along with reports, news, essays, and reviews, with particular focus on music in Canada, librarianship and archival practice in the area of music, and music bibliography. Articles may be of any length; research articles are normally 4000 to 6000 words. Submissions may also take the form of creative works such as first-person narratives, interviews, memoirs, photo essays, or poetry.

The editorial team meets monthly. The meeting immediately following each publication is devoted to Inclusion, Diversity, Equity, and Anti-Racism (IDEAR) to reflect on the past issue and discuss relevant articles, presentations, and readings.

### Positions

#### *Lead Editor* (up to two positions)

Term: two years with possibility of renewal (when there are two co-lead editors, terms will be staggered)

- Communicate with authors: take submission, communicate acceptance/rejection for publication, discuss peer-review process and timelines
- Delegate submissions to Associate Editors for copy editing (normally through collegial consensus at team meetings)
- Secure reviewers for peer-review processes
- Schedule team meetings; prepare agendas and meeting notes
- Lead semi-annual IDEAR reflection and discussion
- Prepare and send semi-annual Calls for Submissions
- Write Editor's Column for each issue
- Prepare article and full issue layouts
- Publish each issue through online OJS3 platform:
  - Liaise with Digital Publishing Librarian at York University (Tomasz Mrozewski) who maintains OJS3 platform
  - Enter metadata and upload articles, reviews, and all other content
- Liaise with CAML web editor to maintain CAML Review page on the CAML website <https://www.caml-acbm.org/en/publication/>
- Prepare and present annual report at the CAML Annual General Meeting

#### *Associate Editor* (up to three positions)

Term: two years with possibility of renewal (terms will normally be staggered)

- Copy editing (revise material to ensure general flow, clarity, and readability; check grammar, punctuation, and citation style)

- Communicate with authors to ensure edits are satisfactory/agreed upon
- Attend monthly editorial team meetings, including semi-annual IDEAR discussions
- Manage social media accounts (post Calls for Submissions, Publication Announcements, etc)
- May support Reviews Editor by handling the basic communications with reviewers, liaising with Reviews Editor, and tracking the progress of each review

*Reviews Editor* (up to two positions)

Term: two years with possibility of renewal (terms will normally be staggered)

- Identify and procure physical materials for review (books, scores, sound recordings)
- Identify emerging electronic materials for review (e.g., databases, streaming services)
  - When identifying materials for review, seek a diversity of voices
- Identify and recruit reviewers (seek reviewers with relevant expertise and/or lived experience)
- Engage reviewers in a conversation about the titles under review to understand their perspectives and identify issues raised by the works that may interest the readership.
- Copy editing (revise material to ensure general flow, clarity, and readability; check grammar, punctuation, and citation style)
- Attend monthly editorial team meetings, including semi-annual IDEAR discussions

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