

# Academic Perspectives in Higher Education

Academic Perspectives in Higher Education (APHE) is an academic, peer-reviewed publication focused on contemporary issues in higher education. The goal of the publication is to feature the work of graduate students and early career scholars. Research papers, scholarly manuscripts, reports on “cutting edge” best practices in higher education, and reviews of print publications or other media of professional interest may be submitted for review.

Become a member of the APHE Publishing Team:

- Submit your resume/CV and a 200 word (max.) pitch highlighting why you are a fit for the job.
- Email to [aphe@odu.edu](mailto:aphe@odu.edu) . Be sure to include the job title in the subject line.

## **Managing Editor:**

Function as the Managing Editor of the annual, peer-reviewed APHE journal, responsible for oversight of all operations leading to publication of the journal. Work with the Editorial Assistant and Faculty Advisor to develop the content and structure of the journal. Oversee journal editing and proofreading done by the Managing Copy Editor. Consult with the Marketing Director on marketing and communications related to the journal.

Job Duties:

- Recruit, train, and manage the Editorial Board
- Facilitate blind review process of manuscripts and communicate with authors regarding reviewer comments and decisions.
- Act as the liaison between authors and publisher.
- Actively recruit the submission of journal articles.
- Partner with ODU Library Digital Services Coordinator manage APHE/Digital Commons site content.

Qualifications:

- Enrolled in EFL masters or Ph.D. program.
- Have passed at least 6 doctoral level credits.
- Be in good academic standing.
- Be willing to serve three publication cycles, the third cycle overlapping with incoming Managing Editor.
- Comfortable learning new technology.

## **Editorial Assistant:**

Partner with the Managing Editor to facilitate the article submission and review process. Must be willing to serve 1-2 publication cycles.

Job Duties:

- Partner with Managing Editor and ODU Library Digital Services Coordinator to assist in management of APHE/Digital Commons site content.
- Manage assignment of editors/reviewers for submitted articles.
- Compile editor review documents for evaluation by Managing Editor and Faculty Advisor.
- Track and maintain record of submitted article status.

Qualifications:

- Enrolled in EFL masters or Ph.D. program.
- Have passed at least 6 graduate level credits.
- Comfortable learning new technology.
- Detail oriented.
- Be in good academic standing or hold alumni status.
- Be willing to serve at least one publication cycle.

**Marketing Director:**

Partner with the Managing Editor on marketing and communications related to the APHE Journal. Oversee online presence of APHE Journal including [Digital Commons](#), social media, and the [ODU.edu](http://ODU.edu) website. Must be willing to serve 1-2 publication cycles.

Job Duties:

- Manage Digital Commons (<http://digitalcommons.odu.edu/aphe/>) site including content updates and posting of current and past journals.
- Manage journal related communications via social media.
- Market “Call for Proposals” via online and social media tools, announcements, and media within the College of Education.
- Assist Managing Editor with development and maintenance of training resources.
- Monitor Digital Commons Dashboard Tools for open and download rates.

Qualifications:

- Enrolled in EFL masters or Ph.D. program.
- Have passed at least 6 graduate level credits.
- Experience using web analytics
- Be in good academic standing or hold alumni status.
- Be willing to serve at least two publication cycles.

**Managing Copy Editor:**

Recruits and oversees all copy editors. Partners with the Managing Editor in the editing process by ensuring that articles and other materials are free of errors, easy to read, conform to the APHE submission guidelines, and conform to APA style. Must be willing to serve 2 publication cycles.

Job Duties:

- Provide training and advising to copy editors on copy editing best practices.
- Review final article drafts to ensure they are error free, ensuring the writing conforms to the APA writing standards.
- Ensure that names, places, and organizations are spelled correctly and that facts, dates, and statistics are accurate.

Qualifications:

- Enrolled in EFL Ph.D. program.
- Have passed at least 6 graduate level credits.
- Passion for writing.
- Detail oriented.
- Ability to provide constructive feedback.
- Be in good academic standing or hold alumni status.
- Be willing to serve at least two publication cycles.