

# EDITING GRADUATE ASSISTANTSHIPS

The CLAS editing graduate assistants will work on projects for the editors of the [Dance Research Journal](#) and [The Journal of Archeological Method and Theory](#).

[Dance Research Journal](#), the flagship English-language journal in the international field of Dance Studies, is published by Cambridge University Press. The journal is the top peer-reviewed publication in the field. Three issues are published per year, which are sent to all members of the Dance Studies Association, approximately 800 individual and institutional members, and hundreds of academic libraries around the world. Executive Co-Editors are [Rebekah J. Kowal](#) and [Nadine George-Graves](#). The research assistant will be a member of the editorial team and all work will be under the supervision of the executive co-editors.

Duties include, but are not limited to:

- Attending weekly editorial meetings
- Initial screening of submitted manuscripts and making recommendations regarding next steps
- Drafting correspondence with authors regarding their submissions, which could include providing constructive feedback if/when manuscripts are promising, but not ready to be sent to expert readers
- Helping determine expert reviewers
- Reading and reviewing re-submitted manuscripts and providing perspectives for the executive co-editors on readiness for publication
- Helping curate virtual special issues drawn from articles published in prior issues
- Helping prepare editorial reports for the DSA Standing Committee on Research and Publications

This position is best suited for applicants with research experience and/or interest in dance, theater, and performance studies, or an interest in immersion in these fields. Ability to work as a member of a team, reliability, and excellent verbal and written communication are required. The role will provide an introduction to academic publishing, especially in the field of dance studies, as well as to emerging trends in the fields of dance and performance studies as a whole.

Springer's [Journal of Archaeological Method and Theory](#) is a high-impact journal in archaeology, [no. 6 in SCImago Journal Rank](#), with an international editorial board and a global audience. The research assistant will work with the two editors-in-chief, [Valentine Roux](#) and [Margaret E. Beck](#).

Duties include, but are not limited to:

- Determining appropriate reviewers to invite and helping to ensure reviews are completed in a timely way
- Offering additional editorial help and proofreading for authors writing in English as a second language, as needed
- Researching recent trends in reviewer invitations, authorship, and topic, potentially co-authoring or contributing to an editor's note on these trends in the journal

The position is best suited for applicants with research experience in archaeology, anthropology, or related fields, who will benefit professionally from the associated networking opportunities and from in-depth knowledge of publishing trends in this discipline. The role also provides some introduction to the world of academic publishing.

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