

EDITING GRADUATE ASSISTANTSHIPS

The CLAS Editing GA will work on projects for the editors of the [Journal of the Society for American Music](#).

The *Journal of the Society for American Music* (JSAM) is an international, peer-reviewed journal dealing with all aspects of American music and music in the Americas. JSAM is dedicated to supporting scholarship that transcends disciplinary boundaries, cutting across historical musicology, music theory, ethnomusicology, cultural theory, identity studies, and American studies. A quarterly publication, the journal is produced in collaboration with Cambridge University Press. JSAM is currently edited by Dr. Jaqueline Avila (University of Texas at Austin); Dr. Marian Wilson Kimber (University of Iowa) is the incoming editor. The GA will primarily work with Dr. Wilson Kimber.

Duties will include:

1. Participating in weekly editorial meetings in person or via Zoom.
2. Monitoring the journal's email and responding to inquiries.
3. Working with the journal's online Scholar One workflow-management system; corresponding with authors, making reviewer requests, sending follow-up emails, ensuring that edited essays are uploaded, etc.
4. Copy-editing and formatting essays according to the JSAM Style Guide; JSAM follows the *Chicago Manual of Style* humanities style citation system.
5. Maintaining a Google Doc that monitors the stage of essays headed for publication.
6. Generally keeping up with the editorial and production process.

This position is best suited for detail-oriented applicants with research experience, training in the academic study of music, and well-honed analytical and writing skills. Persons who are interested in the study of music who are in the fields of literary studies, history, American studies, or other related fields may also be suitable. Strong organizational skills, reliability, and the ability to facilitate effective, personable, and professional communication with scholars are essential qualifications. The Editorial Assistant role is excellent for learning about all sides of the editorial and publication process, developing strengths in data management and communication, demonstrating collaboration and teamwork, and building professional networks.
