

# CAPEA

## *California Association of Professors of Educational Administration*

### *Quality Preparation for Quality Leaders*

#### **CALL FOR AN ASSOCIATE EDITOR AND EDITORIAL BOARD**

**CAPEA Journal** seeks an **Associate Editor** for 2011-2012. The Associate Editor joins the Editor and Senior Editor in overseeing all aspects of production of the *CAPEA Journal*.

##### **Qualifications for Associate Editor:**

Is employed at a California Institution of Higher Education.

Has knowledge and teaching experience in Educational Leadership, Organization, Administration, and/or Policy.

Has experience editing materials such as journals or newsletters for public distribution.

Knows thoroughly and applies APA style consistently to academic writing.

Keeps to timelines and maintains tight deadlines.

Provides excellent follow-through.

Has an interest in and time to make a three-year commitment to the journal. Time commitment is about 50 hours in year one; 75 hours in year two, and 150 hours in year three.

Has been published (in the last three years) as an author in a professional journal.

Is technologically skilled. Can use email powerfully and can maintain contact and conversations via email over time and use attachments; knows the basics of Microsoft Word and Excel.

**The Journal** also seeks to expand its **Editorial Board**.

##### **Qualifications for Editorial Board**

Knows thoroughly and applies APA style to academic writing.

Keeps to timelines and tight deadlines.

##### **Process**

Send a brief cover letter describing qualifications and current vitae to Philip S. Mirci, Senior Editor, CAPEA Journal at [philip\\_mirci@redlands.edu](mailto:philip_mirci@redlands.edu). Only electronic submissions will be considered.

Indicate the position for which you are applying. If you are applying for Associate Editor, indicate if you are willing to serve on the Editorial Board should you not be selected this year. Future editors frequently come from the Editorial Board.

##### **Timelines**

<b>October 17, 2011</b>	<b>Call for Associate Editor and Editorial Board</b>
<b>February 29, 2012</b>	<b>DUE DATE for submission of letter of application outlining desire to serve as Associate Editor and/or Member of the Editorial Board with accompanying Vitae</b>
<b>April 2012</b>	<b>Editors and Editorial Board begin reviewing submissions for publication</b>
<b>August 1, 2012</b>	<b>Submission deadline</b>
<b>November 2012</b>	<b>Publication date for the CAPEA Journal, 24<sup>th</sup> Edition</b>