

ARCHAEOLOGIA CAMBRENSIS

APPLICATIONS FOR EDITORSHIP OF *ARCHAEOLOGIA CAMBRENSIS*

Background

Applications are invited for the position of Editor of *Archaeologia Cambrensis*. It is envisaged that an appointment will be made in about March 2021 and that an appointee would work alongside the current editor who would remain in post until September 2022 (see details below about making an application).

Archaeologia Cambrensis is a scholarly, peer-reviewed journal published annually (since 1846) by the Cambrian Archaeological Association, a Registered Charity. It is currently a print-only journal available to subscribers and for purchase by non-members but provision is made for free online access (see below). See our website for further details of the Association (<https://cambrians.org.uk/>).

The scope of the journal has been fairly broad since its inception, focusing on the history and archaeology of Wales and the Marches (see https://en.wikipedia.org/wiki/Archaeologia_Cambrensis). It is primarily an English-language publication and although it publishes some Welsh-language material this has not required the Editor to be Welsh-speaking.

The duties and responsibilities of the Editor are subject to continuing review by the Board of Trustees of the Cambrian Archaeological Association. These notes outline the duties and responsibilities of the current Editor and might be varied at any time with the agreement of the Trustees.

Recent issues of the journal have been about 368 pages, with a print-run of 650 copies.

The position is unpaid but the Association reimburses the Editor for expenses (currently limited to postage, consumables and essential travel). No financial provision is currently made for expenditure on accommodation, IT or communications equipment, computer software, or attendance at conferences.

In recent years the position has required IT skills, which have included appropriate experience of word-processing and image processing software.

Written policies

There are currently only three policy documents relating to the journal, all of which are available online (<https://cambrians.org.uk/archaeologia-cambrensis/>), as follows:

- *Notes for contributors*
- *Permission requests*
- *Open Access Policy*

Summary of current editorial practice

General details of editorial procedures and communication with authors are provided in the *Notes for Contributors* (available online, see above).

Under current arrangements the Editor takes sole responsibility for the tasks listed below. It is anticipated, however, that during the handover period the new appointee may wish to review future editorial practice, technical support etc, in discussion with the Trustees, The change in editorship may also provide the opportunity for a broader review of the format, scope, readership, production and distribution of the journal.

- Receiving submissions from authors, arranging for peer-reviewing, arranging for acceptance or rejection of submissions.
- Liaising with Presidents about text and illustrations (the Association publishes at the front of each volume the Presidential Address of the President for the year, which is not peer-reviewed).
- Authors have normally been responsible for arranging for meeting the costs of providing their own illustrations and seeking all necessary copyright permissions, though in certain instances (at the discretion of the Editor, and more often in the case of Presidential Addresses and in the case of hardship) the Editor has helped with the ordering, permissions and payments for such material on behalf of the Association.
- Liaising with other officers of the Association about reports on meetings, financial statements, and other details about the Association included in each volume.
- Liaising with the Reviews Editor and the contributor of a section on recent Periodical Literature.
- Production of preliminary matter and index included in each volume and the commissioning of obituaries as appropriate (currently generally limited to current and former officers of the Association).
- Applying for publication grant aid where appropriate (see *Notes for Contributors*).
- Commissioning the production and distribution of volumes. The Association currently commissions 4Word of Bristol (<http://www.4wordppp.co.uk/>) to undertake typesetting, arrange for printing, binding and distribution, using address labels supplied by the Membership Secretary.

- Providing text and illustrations to the printers. Typically this has required a significant commitment from the current Editor in editing copy-editing texts and in formatting and sizing images, in order to maintain desired publication standards.
- Receiving and checking proofs and arranging for authors to check proofs and submitting proof corrections to the printers. We are currently normally supplied with 1st and 2nd hard copy proofs (authors generally only checking the 1st proofs) and a 3rd digital proof of corrections to 2nd proofs only.
- Where necessary liaising with voluntary or professional translators. Where necessary the Association has met the costs of producing or proofing Welsh-language material appearing in the journal.
- Obtaining estimates of costs from the printers for each volume and getting the Treasurer's approval of commitment of expenditure before publication. Final decisions about the number of colour sections to be printed in each volume have normally been left until a late stage of production and agreed by the Treasurer.
- Liaising annually with ADS about mounting digital copies of the journal online, after a 3-year moratorium. This involves providing ADS each year with a spreadsheet giving details of each article and providing them with pdfs supplied by the printers.
- Distributing digital offprints to authors.
- Reporting to Trustees at meeting on the various issues relating to the production of the journal, including reports on articles submitted, publication timetables, publication costs, publication grant aid etc.
- Liaising with other officers about notices relating to the journal appearing in social media and providing the webmaster with an annual update of the contents of each new volume to appear on the Association's website.
- Handling requests submitted for the reproduction elsewhere of copyright and non-copyright material appearing in *Archaeologia Cambrensis* and other publications of the Association.

Online provision

By arrangement with the National Library of Wales, volumes up to that for 1999, have been scanned and appear online on their *Welsh Journals* website. These appear in two tranches as follows:

- 1846–1899 (<https://journals.library.wales/browse/2919943>)
- 1900–1999 (<https://journals.library.wales/browse/4718179>)

By arrangement with ADS volumes published from 2000 onwards appear in the Library section of their website after a moratorium of 3 years

- https://archaeologydataservice.ac.uk/archives/view/arch_cambrensis/

Under our Open Access Policy authors are permitted to self-publish digital copies of their articles on personal or institutional websites immediately upon publication and if necessary in pre-publication format.

Submitting your application

Applications for this voluntary position, together with a CV should be submitted to the Hon. Secretary, Heather James, by 1 November 2020 at the latest (email h.james443@gmail.com). We envisage that an appointment will be made by March 2021 and that an appointee would work alongside the current editor who would remain in post until September 2022. For further information or informal discussion please contact the current Hon. Editor, Bill Britnell (email billbritnell@cpat.org.uk, tel 01743 369724 or 07837 662292).

In submitting your application and CV it will help if you could provide an outline of any previous editorial experience, details of your IT skills, the facilities, equipment and software available to you, together with any thoughts you might have on the future developments you feel the journal might take in terms of its format, scope, readership, production and distribution etc.

Bill Britnell

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