

## POSITION OVERVIEW

The Canadian Association for Studies in Discourse and Writing/l'Association canadienne de rédactologie is a bilingual scholarly association dedicated to advancing the study and teaching of discourse, writing, and communication in academic and nonacademic settings—higher education, business, government, and nonprofit organizations. CASDW-ACR seeks new editorship for its association's peer-reviewed, bilingual scholarly journal. CASDW-ACR encourages a collaborative or team approach to editorship and, when possible, the inclusion of graduate and/or senior undergraduate students. The Editor/Editorial team serves for three years, and the term is renewable.

## JOURNAL MANDATE

The *CJSDW* (formerly known as *Technostyle*) targets Canadian and international teachers, practitioners, and researchers in discourse and writing studies. Peer-reviewed and bilingual (English/French), the journal publishes the original research of scholars, teachers, and practitioners from diverse disciplines and professions—English, Education, Communications, Engineering, Business, the Humanities, the Social Sciences, the Natural Sciences, and others. Readers and contributors study and teach both written and oral communication, including visual and digitally mediated communication in technical, academic, professional, scientific, corporate, and governmental contexts.

The *CJSDW* is a member of the [Canadian Association of Learned Journals](#) and, as *Technostyle*, has been in print since 1982.

Up to this point, the journal has been published and distributed as a bound hardcopy, with PDF versions available from 2000 on. As of 2011, the *CJSDW* will become a wholly online publication.

## EDITORS' ROLE

The Editor/Editorial Team is responsible for all aspects of publication associated with maintaining the *Canadian Journal for Studies in Discourse and Writing* as the journal of CASDW-ACR. This includes ensuring that the Journal maintains its reputation to publish the best scholarship in these areas. The Editor/Editorial team will work with CASDW-ACR on developing and promoting the journal (e.g. online presence, sponsorships, exchange, and appropriate advertising), and on securing additional funding, such as SSHRC grants for online publications.

## SPECIFIC RESPONSIBILITIES

### Management

- o Defining the overall strategic direction for the Journal in partnership with the CASDW-ACR Executive.
- o Providing leadership to achieve the goals determined by that strategic direction.

## **Call for Editors: *Canadian Journal for Studies in Discourse and Writing***

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- o Maintaining best practices around journal review policies and procedures and the direction of the publication.
- o Ensuring representation of both official languages on the editorial board.
- o Involving graduate students and/or senior undergraduates in roles promoting their academic and professional development (where possible, providing mentorship in collaboration with faculty in the students' program).
- o Working within a budget established by the CASDW-ACR executive.
- o Reporting annually to the CASDW Executive and membership on the status of the publication.

### Editorial

- o Soliciting manuscripts in both French and English.
- o Soliciting sponsorship of special issues, ideally one per year.
- o Recruiting and selecting editorial reviewers, while ensuring that each review panel represents both official languages.
- o Conducting initial screening of all manuscripts and forwarding manuscripts that meet general criteria to selected reviewers.
- o Working with authors to revise manuscripts based on reviewers' comments and editors' own recommendations for improvement.
- o Tracking the status of all manuscripts in the pipeline.
- o Serving as the primary liaison with authors.
- o Returning rejected manuscripts with a constructive letter.
- o Writing an introduction for each regular issue (and requesting the same for guest-edited special issues)
- o Translating front matter and introductions into both official languages.
- o Developing ancillary materials such as style guidelines for authors and solicitation requests from authors (and arranging translation for same).

### Dissemination

- o In collaboration with CASDW-ACR, determining an e-publishing format in 2011 and whether the e-journal should be open-access.
- o Rendering journal content into electronic form.
- o Making the e-journal available on the CASDW web site (and others if appropriate).
- o Ensuring each issue is indexed in appropriate scholarly databases.

The average expected workload for editorial duties is one full day per week.

### Transition

As the new Editor/Editorial team produces its first CJSBW issue, the outgoing editorial team will serve as advisors and consultants throughout this process.

**CALL TO PROSPECTIVE EDITORS**

CASDW-ACR invites indications of interest from individuals or teams **by email** to

**Dr. Amanda Goldrick-Jones**

Chair, CASDW Publications Committee

UBC Writing Centre, University of British Columbia

**Email:** [amanda.goldrickjones@ubc.ca](mailto:amanda.goldrickjones@ubc.ca)

By **30 April 2011**, please submit a c.v. (one for each team member); a cover letter summarizing your interest and qualifications; and a short proposal outlining your vision for the journal. Your proposal should also include your views about the following:

- o the composition of the editorial board
- o bilingualism
- o enhancing the journal's online presence and access
- o indexing the journal
- o reaching a broader international readership
- o funding opportunities (e.g., SSHRC)
- o involving and mentoring graduate students (and/or senior undergraduates where applicable).