Commissioning Editor - Literacy Link (and ACAL eNews)
31 July 2006

A Commissioning Editor is sought for Literacy Link, the newsletter of the Australian Council for Adult Literacy (ACAL). This is a paid contract position and the Commissioning Editor is part of the consortium that provides services to ACAL.

Literacy Link is ACAL’s journal which promotes informed debate on theoretical, methodological and policy issues. It is issued four times a year in September, December, March and June.

Each edition of Literacy Link is 16 pages in length, including:
1. Masthead with volume issue details
2. Contents list (boxed text page 1)
3. 4 - 5 feature articles of at least 2000 words, generally commissioned for Literacy Link, sometimes reprinted articles including tables and/or photos
4. Letters to the editor: responding to issues in previous issues or raising new ones?
5. Resource reviews
6. Research summaries
7. Relevant conference reports
8. ACAL member and state affiliate contact details.
9. ACAL info and disclaimer (boxed text either p.2 or 3)

How is it Produced and Who Does What?
The Commissioning Editor would be part of the consortium of three people that provides administrative services for ACAL. The consortium is managed by Don MacDowall. The desktop publishing and related matters are undertaken by the other members of the consortium.

Literacy Link is produced through the combined efforts of the following:
- Editor (ACAL Committee member)
- Commissioning Editor (Consortium member 1)
- DTP (Consortium member 2)
- Printing company
- ACAL Admin (mail-out) (Consortium member 3)

ACAL Admin (Consortium) is responsible for the processing of invoices, supply of accurate mailing lists, management of extra copies for posting and sending PDF copy to the ACAL web site manager.

Key tasks
(see following table)

Selection criteria
- Experience and knowledge of the language and literacy field
- A sound understanding of the issues and challenges facing language and literacy practitioners
- Good research, writing and communication skills
- Qualifications in adult education
- Experience in professional writing, editing and publishing
- Experience working with Committees
- Some knowledge of the national and international fields

Accountability
- Liaise with the Literacy Link editorial committee
- Report to the consortium manager, Don MacDowall

Payment and conditions
- The Commissioning editor will be contracted as part of the Consortium
- Payment is made after the publication of each edition of Literacy Link
- The fee is in the range of $550-$650 per issue.
- An additional fee of $200 per issue is payable for the collection and preparation of material, copy editing and proof reading for ACAL eNews (four per year)

For further information contact Don MacDowall (dmacdowall@bigpond.com.au P 03 9546 6892 M 0417 553 151)
Applications must address the selection criteria and provide a resumé which can be emailed to dmacdowall@bigpond.com.au or mailed to PO Box 938 Springvale South, VIC 3072 by August 14th 2006
<table>
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<th>Who</th>
<th>What they do</th>
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| **Editorial Committee**                  | • Meet at least once (virtual meeting room) each edition to identify possibilities for articles/themes/writers in collaboration with the Commissioning Editor  
• Write copy  
• Work as mentors to other writers  
• Follow up writers from time to time as requested by commissioning editor  
• Liaise with commissioning editor in between meetings, usually by email, to assist in filling gaps/shortfalls in planned copy  
• Read feature articles from time to time to assist in assessing suitability                                                                                                                                       |
| **Editor (member of the ACAL Exec)**     | • Organise Committee meetings  
• Distribute minutes/notes for meetings  
• Check and sign-off draft layout  
• Check and sign-off printing proofs in consultation with Editorial Committee  
• Sign-off and return final proofs to Layout for printing  
• Nominate members on an ad hoc basis to receive articles for reading for each edition                                                                                                                                                                           |
| **Commissioning Editor**                 | • Update annual production schedule  
• Work to production schedule as set out at the start of each year  
• Meet at least once each edition with the Committee to identify possibilities for articles/themes/writers  
• Approach identified writers with appropriate briefs for articles and seek out other possible writers for identified topics or themes  
• Liaise with Editor to identify copy that is politically sensitive that will need to be reviewed by Exec members.  
• Provide list of format requirements (words, images, contact details, author bio/workplace etc.) for contributors  
• Monitor whether copy will fill 16 pages and liaise with Committee if there is any shortfall or extended deadlines  
• Provide updates/edition plans to the Committee  
• Clean files to agreed standard form.  
• Edit copy for content and liaise with writers to ensure articles are of an appropriate standard/length and written to the agreed brief: this includes checking spelling and grammar, standardising punctuation and spacing, bullet points, use of italic/bold text, formatting, quotes and bibliographies  
• Compose titles (as required)  
• Write introductory stand firsts for articles  
• Forward articles to Committee members for reading and sign-off  
• Write and order the table of contents and journal categories (as required)  
• Prepare contents list of copy/graphics/figures/tables and hard copy for layout  
• Send generic and issue information, images and hard copy and layout brief to DTP  
• Edit first proof against Word files and return to Layout.  
• Send addresses of contributors to admin for mailout  
• Check final layout proofs.                                                                                                                                                                                                                                  |
| **DTP**                                  | • Work to production schedule as set out. (One week flexibility to push forward with notice of two weeks)  
• Make changes as directed  
• Liaise with convenor and editor over changes  
• Layout copy as defined and provide 1st proofs to editor.  
• Provide 2nd proofs to Convenor for check & sign-off  
• Liaise with printer and Admin officer regarding mailout  
• Provide PDF copy to Admin for loading on to web site.                                                                                                                                                                                                 |