

Proceedings of TULCON Call for Editorial Team

the Society of Linguistics Undergraduate Students

Deadline to apply: December 1st, 2023

Editor-in-Chief

The **Editor-in-Chief** is primarily in charge of leading the editor team and overseeing various infrastructural aspects of the journal. They ensure that the overall content of the journal meets an established quality standard, aligns with the vision and goals of the journal, and engages readers. They will approve the look, style, and tone of the journal, have final say over which articles are published, determine the organization and presentation of articles, and ensure that all information published is fact-checked and with proper context. The Editor-in-Chief must also ensure that deadlines are met and that all members of the editorial board are fulfilling their role in a timely and satisfactory manner. An ideal Editor-in-Chief has experience with and understands the processes of journal review, publishing, and organization.

Sr. Editor

Sr. Editors will oversee a certain section of the journal and a small team of Jr. Editors. They will read and review submissions, and ensure that all works are as clear and accurate as possible. As more experienced writers, the Sr. Editor will work closely with Jr. Editors to develop their editorial skills and ensure they work efficiently. Sr. Editors will mostly be involved in the second stage of revisions following Jr. Editors, and will read comments and concerns from Jr. Editors to determine which revisions are needed. Sr. Editors must be knowledgeable in their designated fields and have enough experience with writing and editing to share with Jr. Editors.

Jr. Editor

Jr. Editors are front line editors in the review process. They will be primarily in charge of reading initial versions of submissions. They will address the information and content of article submissions, suggesting revisions to improve the concision and accuracy. They must be able to engage with and verify the claims made in articles. They will verify that sources cited in an article are represented accurately and intentionally. As such, Jr. Editors must be able to engage with and adequately analyze scientific literature. They will work closely with Sr. Editors to develop editing skills and will make comments for the Sr. Editors on individual articles.

Design Editor

The **Design Editor** is primarily responsible for ensuring that articles in their final version, to which revisions have already been made and accepted, aligns with the in-house style guide accessible [here](https://twpl.library.utoronto.ca/index.php/twpl/about/submissions)¹. They will arrange text and any graphics to ensure articles are presented in an accessible and aesthetically pleasing manner. They will coordinate closely with the Editor-in-Chief to ensure that all articles are presented in a consistent manner in line with the journal's vision. As needed, the Design Editor will recreate unpolished graphics and/or diagrams from article submissions to make them more visually appealing while maintaining their core properties and information. The Design Editor must be proficient in \LaTeX , and feel comfortable with converting .docx article submissions to \LaTeX to ensure uniformity for publication and converting plain text references to a BibTeX format.

¹<https://twpl.library.utoronto.ca/index.php/twpl/about/submissions>