

EDSIG Volunteer Leaders Sought

Editor / Content of ISEDJ (1 of each journal)

Editor / Content of JISAR

1. The award winning papers are automatically accepted for publication unless the author(s) do not want to be considered
2. Other papers to be considered:
 - a. determine first cutoff of papers to be sent to reviewers
 - b. must have submitted by the 2nd papers deadline date
 - c. must have been at conference
 - d. must have reviewed other papers for the conference
 - e. must have resubmitted their paper for consideration
 - f. must be in the top (%) of the papers presented
3. Solicit team of reviewers
 - a. Send papers out for review
 - b. Follow up!
4. Recommend cut off point for papers to be accepted that year
 - a. currently 45 to 50% for both journals
5. Send out acceptance / rejection letters
6. Final acceptance person
7. Final proofreader
8. Content editing
9. Cabells management
10. Forward papers to Co/Editor – Publisher
11. Build team of co-editors

Co-Editor / Publisher (1 for both journals)

1. Layout editing
2. Formatting / Header / Footer /
3. Create a 'table of content' (potentially 'issues').
4. Indexing (author, keyword, with subscription services)

5. Place on the web
6. Search capability

Web /Manager Coordinator for EDSIG and related websites

1. Web Site Manger
 - a. Domain Name Responsibility
 - b. Backup / Security / Who has access
 - c. Database management
2. Web Site Content Manager
 - a. Manage the EDSIG, ISECON, CONISAR web site
3. Journal Manager
 - a. Coordinate ISEDJ and JISAR on line presence
 - b. Determine with the editor of JISE, the JISE on line presence

2011 ISECON/CONISAR Conference Chair

1. Work with EDSIG Board and FITE Coordinator
 - a. Determine major program events (receptions, luncheons)
 - b. Theme of conference (if any)
 - c. Solicit vendors
 - d. Local entertainment
 - e. Build team of workers
 - f. Recruit attendees