

# CSME Editorial Board Responsibilities

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## ***Editorial Board Members (as of Jan. 2023)***

Editorial board members are:

- Editor: Marc Secanell ([secanell@ualberta.ca](mailto:secanell@ualberta.ca))
- Associate Editor: Pouya Rezai ([pouya.rezai@lassonde.yorku.ca](mailto:pouya.rezai@lassonde.yorku.ca))
- Technical Editor #1: Ryan Willing ([rwilling@uwo.ca](mailto:rwilling@uwo.ca))
- Technical Editor #2: Sayyed Ali Hosseini ([SayyedAli.Hosseini@ontariotechu.ca](mailto:SayyedAli.Hosseini@ontariotechu.ca) )
- Art Director, Bulletin / Directrice artistique, Bulletin: Nina Haikara ([nina.haikara@utoronto.ca](mailto:nina.haikara@utoronto.ca))
- CSME President

## ***Editor Responsibilities (as of Jan. 2023)***

The editor responsibilities are:

- Propose title of upcoming issue (12 months ahead) [See ]
- Write editorial letter (1-Editor's letter)
- Invite Guest editors (6-12 months prior to issue)
- Coordination and review of all feature articles (3-4 per issues)
  - Coordinate article acquisition by sending reminders to guest editors two and one month before LOI deadline, and follow up e-mail two and one month before the issue items are due. If the contributions are not received, please let the Board know.
  - Once received, uploading GDrive Progress file, uploading files to GDrive (5-Feature articles) and sending e-mail to Board for review.
- Coordinate and review Q&A with industry partner (1-2 per issue)
  - Coordinate article acquisition by sending reminders to guest editors two and one month before LOI deadline, and follow up e-mail two and one month before the issue items are due. If the contributions are not received, please let the Board know.
  - Once received, uploading GDrive Progress file, uploading files to GDrive (5-Feature articles) and sending e-mail to Board for review.
- Coordinate acquisition of Student Chapter Report
- Coordinate acquisition of CSME Transactions report
- Contact Guy to obtain
  - Recognitions
  - In memoriam

- New members
- Prepare ad for next issue
- Coordinate reviews of feature articles as follows:
  - Form two groups:
    - TE#1, one guest editor and Editor
    - TE#2, one guest editor and Assc. Editor
  - Each group reviews 2-3 feature articles.

### ***Associate Editor Responsibilities (as of Jan. 2023)***

The associate editor of the CSME magazine is responsible for:

- Propose title of upcoming issue (12 months ahead)
- Review editorial letter (within 5 business days)
- Coordinate acquisition of ME Chair corner
- Coordinate acquisition of CSME Congress progress report (3- and 4- items in GDrive)
- Coordinate acquisition of CSME Congress announcement ad
- Review of 2-3 feature articles (within 5 business days of request)
- Coordination and review of all faculty spotlight articles (4-5 per issue)
  - Coordinate articles acquisition by sending reminders to guest editors two and one month before LOI deadline, and follow up e-mail two and one month before the issue items are due. If the contributions are not received, please let the Board know.
  - Once received, uploading GDrive Progress file, uploading files to GDrive (5-Feature articles) and sending e-mail to Board for review.
  - Coordinate reviews of feature articles as follows:
    - Form two groups:
      - TE#1, one guest editor and Editor
      - TE#2, one guest editor and Assc. Editor
    - Each group reviews 2-3 spotlight articles.
  - Review articles (within 5 business days of request) by copying file, adding your initials, e.g., mainfile\_MS, and making changes (not anonymous)
- Review Q&A with industry partner (1-2 per issue)
  - Review articles (within 5 business days of request) by copying file, adding your initials, e.g., mainfile\_MS, and making changes (not anonymous)

### ***Technical Editor # 1 responsibilities (as of Jan. 2023)***

The technical editor #1 of the CSME magazine is responsible for:

- Coordinate and write 6-ME News
  - Ask guest editors for 4-5 interesting articles
  - Write news item

- Due 1 month before issue publication date
- Review 2-3 feature and faculty spotlight articles (within 5 business days of request) by copying file, adding \_Ed, and making changes (not anonymous)

### ***Technical Editor # 2 responsibilities (as of Jan. 2023)***

The technical editor #2 of the CSME magazine is responsible for:

- Coordinate acquisition of CSME History Committee contribution
- Coordinate acquisition of and prepare Tech. Committee Reports (16-CSME TC Reports)
  - Contact tech committee members and ask for report/updates
  - Due 1 month before issue publication date
- Review 2-2 feature and faculty spotlight articles (within 5 business days of request) by copying file, adding your initials, e.g., mainfile\_MS, and making changes (not anonymous)

### ***Art Director responsibilities (as of Jan. 2023)***

The art director of the CSME magazine is responsible for:

- Once all contributions are received, creating the bulletin
- Coordinating final review with editors and contributors