

The Editorial Board of the *Journal of Contemporary Archival Studies* is seeking volunteers to serve as At-Large members of the Editorial Board. The *Journal of Contemporary Archival Studies* will be published on Eli Scholar, the Yale University Library's new institutional repository.

The initial duties of At-Large members of the Editorial Board will include:

- Participate in the creation of the journal interface and design in consultation with the Berkeley Electronic Press (Bepress) regional representative and the Editorial Board's Technology Associate as well as receive the necessary training on Bepress' editorial software (Edikit).
- Contribute to the creation of submission guidelines for authors.
- Contribute to the creation of peer review guidelines.
- Contribute to the creation of editorial guidelines for review and finalize the workflow from submission to publication, which will include the financial aspects of publication (copyediting) and marketing strategies.
- Participate in the selection of a freelance Copy Editor.

The ongoing duties of At-large members of the Editorial Board will include:

- In collaboration with the Managing Editor, the At-Large Board member will receive submissions for review and be responsible for assigning Peer Reviewers to evaluate submissions and overseeing the workflow from peer review to publication.
- Participate in the updating of any policies and procedures to better reflect the needs of the Editorial Board in its future work.
- Promote the journal to professional archival organizations, academic institutions, historical societies, museums, or other appropriate organizations who may wish to participate in the governance and/or financing of the journal and establish procedures for the expansion of the Editorial Board to facilitate new partnerships.
- At-large members of the Editorial board will be appointed to a three-year repeatable term.