

Journal of Adolescent & Adult Literacy (JAAL) is a bimonthly, peer-reviewed publication for teachers of literacy learners ages 12 and older. For nearly 70 years, *JAAL* has been a valued source of professional learning, highlighting innovative, research-based practices aimed at improving engagement and achievement.

As of 2020, the following changes to journal editorship have been implemented:

- **Applicants now have the option of applying as teams.** For teams with three or more individuals, **one person must be identified as the senior editor** with final decisional authority. Teams may consist of up to nine additional associate editors and are not required to be from the same institution.
- **The term of appointment is now five years (previously six years).** The first year overlaps with the current editorial team's term. During this period, the new editors will organize the editorial office, set up the peer review process, and begin to adjudicate manuscripts to publish in their first volume. The subsequent four years will correspond to four volume years of the journal, during which time the editors will adjudicate and supply peer-reviewed and non-peer-reviewed manuscripts for publication.
- **ILA provides financial support to its journal editor teams in the amount of US\$25,000 per volume year.** Funds are allocated directly to the institutional homes of the team members. This commitment is intended to help the editors defray certain costs, including the hiring of freelance assistants.

Responsibilities:

- The first and foremost responsibility of ILA journal editors is to meet the publication schedule. To meet this crucial goal, journal editors are provided with the complete support and assistance of ILA and Wiley staff.
- ILA journal editors are responsible for editorial practices compatible with the general policies and procedures established by ILA's bylaws and the ILA Board of Directors as recorded in the Policy Manual. The editors also work under the supervision of ILA and Wiley staff.
- Editors are responsible for the academic content of the journal. Editors accept or reject manuscripts submitted for publication, exercise leadership in obtaining appropriate material for publication while maintaining an open forum, and manage the peer review process with administrative support of Wiley staff.
- Editors must also do the following:
 - Establish a double-blind peer review system in cooperation with Wiley staff and following ILA guidelines
 - Establish an Editorial Review Board of approximately 160 members and prepare a list of potential ad hoc reviewers
 - Correspond with authors in a timely manner
 - Work with authors on substantive editing of manuscripts and creation of possible online supplemental material
 - Provide complete, accepted manuscripts to Wiley's managing editor for copyediting and production on schedule
 - Work cooperatively with marketing and communications staff at ILA and Wiley to engage the journal's audience

- Work cooperatively with editorial and production staff at Wiley

Division of editorial duties:

Regardless of the size of the editorial team, the applicants must explain how they will divide and assume their roles and responsibilities. The applicants must put forth a coherent and practical regimen that ensures the journal will meet its publication schedule.

Qualifications:

Editors must be ILA members and be active professionals in the field of literacy. Additional qualifications include the following:

- A record of recent research and publications
- Experience in professional development of pre- and inservice teachers
- Editorial experience (e.g., journal editorship, review board participation)
- Evidence of concern for interdisciplinary, multicultural, and worldwide literacy issues
- Effective interpersonal and communication skills
- Effective management and organizational skills
- Effective electronic communications skills

ILA liaison:

Editors report to Becky Fetterolf, ILA Director of Programs and Events

Publisher liaison:

Editors cooperate with the project staff at Wiley

Term of office:

- Term begins: June 17, 2024
- Adjudication of new manuscripts begins: August 1, 2024
- Term concludes: June 30, 2029
- Volumes: 69–72, publishing July 2025 through June 2029