



## ***Research in Middle Level Education Online* Editor**

**National Middle School Association**

### **Publication Summary**

*Research in Middle Level Education Online (RMLE Online)* is a peer reviewed, open access, international research journal published by National Middle School Association. The journal publishes research syntheses, integrative reviews, interpretations of research literature, case studies, action-research, and data-based qualitative and quantitative studies.

The readership includes middle level educational professionals who work in schools, school districts, colleges, universities, foundations, agencies, and research centers.

NMSA's Research Advisory Board provides guidance for this publication. *RMLE Online* is endorsed by the Middle Level Education Research Special Interest Group of the American Educational Research Association.

### **Job Summary**

The *RMLE Online* editor actively solicits and encourages submissions of quality research articles, solicits and oversees the pool of manuscript reviewers and the review process, and works to improve the status of *RMLE Online* as a premier scholarly middle level education research journal.

### **Term**

The editor serves a 5-year term, and must be an NMSA member in good standing throughout his or her term. To ensure a smooth transition, the editor-elect serves as associate editor for one year and will collaborate with the current editor. At the end of tenure, there will be a one-year overlap with the incoming associate editor to ensure a smooth transition. Upon mutual agreement of the editor and the NMSA director of publications, the editor's tenure may be extended by up to 2 two-year terms.

### **Qualifications**

- Experience as an education researcher
- Active middle level professional
- A published author and/or editor
- Knowledge of APA style
- Member in good standing of National Middle School Association

## Duties and Responsibilities

- Develop *RMLE Online* as a resource that is useful to practitioners and researchers.
- Maintain and enhance the reputation of *RMLE Online* through the publication of high quality research and research-based material and through personal promotion of the values of the journal at conferences, workshops, and lectures.
- Work with NMSA staff to create and implement editorial policy, meeting the highest ethical standards for journal publication.
- Oversee and guide the manuscript selection process and meet press deadlines.
  - Review all manuscripts submitted to *RMLE Online* and make decisions about suitability for review.
  - Determine at least three reviewers for each manuscript.
  - Determine—in light of advice from the reviewers—rejections, acceptances, and requests for resubmissions, so as to maintain the academic quality of the journal.
  - Contact authors regarding manuscript status and suggested edits.
- Work with authors, NMSA staff, and proofreaders to prepare final edited text for layout.
- Review and proof the layout of each issue.
- Advise on content and features of the *RMLE Online* section of the NMSA Web site.
- Monitor production schedules to ensure completion by deadline.
- Create calls for manuscripts and oversee distribution of calls (Web, print, ads, etc.)
- Solicit, maintain communication with, and recognize/thank manuscript reviewers.
- Set submission and acceptance rate goals, and track and communicate status on a yearly basis. The editor will determine and facilitate appropriate remedial action if goals are not achieved.
- Supervise the journal's response to appeals, complaints, and suggestions from readers, and ethical problems regarding published work (e.g., possible duplicate publication, scientific fraud, etc.).
- Represent the journal at meetings and conferences, and work to enhance the journal's reputation among the academic community it serves.
- Serve as a member of the NMSA Publications Team.
- Serve as ex-officio member of the Research Advisory Board.
- Report to the NMSA director of publications.