

JOURNALS

Director – Position Description

Joe LoCicero
Board of Governors, 25 – 26 June 2002

The ComSoc Director of Journals (DoJ) serves as the dean of the Editors-in-Chief (EICs), acting as the chief administrator of the ComSoc journals (*Transactions on Communications*, *Journal on Selected Areas in Communications*, and *Communications Letters*) and EIC advisor. The DoJ reports to the VP-Membership Services, and appoints the members of the Journals Board, including journal EICs and Steering Committee (SC) members for the *Journal of Lightwave Technology*, *Transactions on Networking*, *Transactions on Multimedia*, *Transactions on Wireless Communications*, and *Transactions on Mobile Computing*. It is recommended that the DoJ serves on the SC of the newer jointly sponsored journals; however, the DoJ can choose a suitable appointee.

The ComSoc DoJ conducts the semi-annual Publications Board Meeting, with the Director of Magazines (DoM), at ICC and Globecom. The DoJ and the DoM organize the semi-annual Editors Recognition Luncheon, with ComSoc staff assistance. The DoJ attends the semi-annual BoG Meeting, and presents the journals status along with journal motions, as needed. The DoJ monitors subscriptions via the ComSoc Marketing Manager.

The ComSoc DoJ solicits Paper Award nominations from the EICs and provides the Chair of the Awards Committee with a reduced set of nominated papers.

The DoJ recommends annual page budgets to the ComSoc BoG for *T-Comm*, *J-SAC*, and *Comm Letters*. The DoJ approves supporting funds for the EICs of these publications, for the Publications Editor of *T-Comm*, the Executive Editor of *J-SAC*, and the Managing Editor of *Comm Letters*.

The DoJ attends the annual IEEE Panel of Editors Meeting, and interfaces with IEEE Publications as needed, e.g., to obtain detailed editorial production costs per issue and per page for the next year, or for incremental pages.

The DoJ assists the ComSoc President and VP-Membership Service on publication matters, and attends the ComSoc Management Retreat and OpCom meeting, by invitation, as needed.

The DoJ evaluates proposals for new journals, new journal series, and other journal initiatives. The DoJ participates in the formulation of new joint publication agreements. The DoJ helps guide and nurture new journals, new journal series, and new journal initiatives.