

## **Criteria for the Selection of Editorial Assistance Awards to Editors of Scholarly Journals**

The criteria used by the committee in selecting the Editorial Assistance Awards are given below. In your required letter to the committee, you will want to address these criteria as directly as possible, to strengthen your application. Please limit your letter to three pages, normal margins with 11 point or larger font.

### **I. Status of Journal as exhibited by:**

- Rigorous, professional referee process, with a single or double-blind referee policy; high article selectivity (rejection rate, submission rate, etc.).
- Evidence that it is a major journal in its field based on citations, impact factor, etc.
- Scope of circulation—national, regional or local with highest priority being given to journals with a national audience; number of subscribers to the journal.
- Evidence of college/department support, especially (but not limited to) financial support.
- Indexed in appropriate reference guides and bibliographies.
- Journal longevity. If the journal is new, priority will be given to those supported by a professional association.
- Preference given to journals of non-profit publishers.

### **II. Responsibilities of the Editor**

- Applications from editors will be given preference over those from associate editors.

### **III. Editorial Duties of the Graduate Assistant (GA) or Graduate Student Worker**

- The need for editorial assistance must be fully demonstrated with justification for the hours requested (e.g. assistantships require 20 hr/week).
- The duties must be editorial work as opposed to clerical work. Applications with scholarly benefits to the student will be given a higher priority.
- The professional development of the GA or student worker must be enhanced by performance of the assigned duties.
- The assistantship or student worker should not be used for services supported elsewhere, either in the university or through the sponsoring professional association or publisher.

#### **IV. Accountability for Preceding Editorial Assistance Awards\* (if applicable)**

- Effective adherence to criteria in preceding award.
- Articulation of advantages to UC in supporting the journal, such as visibility, etc.
- Demonstrated experiential benefits of the assistantship/student worker tasks and responsibilities to past students.

\*This award was formerly known as the Editorial Assistantship Award (for graduate assistantship support) and Editor Assistance Grants (for student worker support).