

FAQ for *HAHR* editorship

Q: What kind of institution can apply for *HAHR*'s editorship?

- A. Any institution can apply, whether located in the United States, Latin America, or abroad. Likewise, editors from multiple institutions can apply jointly, as it is now feasible to handle the logistics of the journal remotely using editorial software. Hosting the editorship of *HAHR* would be ideal for universities with strong Latin American programs already or those looking to acquire a higher profile.

Q: How does hosting the editorship of *HAHR* benefit my institution?

- A. The journal is the oldest US-based journal of Latin American history and considered a flagship journal in the field. In fact, the new editors will take over the journal as it reaches its 100th anniversary. The journal benefits graduate students with hands-on experiences of running a journal and the opportunity to communicate with the top scholars in the field. The journal also now has an infrastructure in place that will allow the incoming editors to experiment with digital initiatives.

Q: How much does it cost to host the journal?

- A. The managing editor's salary and benefits, about \$50,000 annually, constitute the largest expenses. The other incidental costs—which include mailing books to reviewers, funding \$700 of travel for Latin American board members to travel to the annual board meeting, and then, if desired, helping to fund translations of Spanish articles to English (though this is entirely discretionary, as the journal publishes in Spanish, English, and Portuguese)—generally run around \$5,000 yearly and can be supported by Duke University Press's \$15,000 of annual funding. Your department should also commit to providing space and office resources (computer, etc.) for the journal, two course releases a year for the editorial team, and a graduate assistant.

Q: What is the involvement of Duke University Press with the journal?

- A. The Press oversees the publishing functions for *HAHR*, which include typesetting, printing, managing subscriptions, and hosting *HAHR*'s content at hahr.dukejournals.org. In addition to the annual support payment of \$15,000, the press retains a close working relationship with the managing editor regarding copyediting, page proofs, image permissions, and other matters related to the journal's publication. It also at times collaborates with the editors on marketing special issues of the journal. Additionally, a representative of Duke University Press serves as an advisory member of the editorial board.

Q: If my proposal is accepted, how will the transition work?

- A. The proposals are selected by a three-person team of board members whose tenure will bridge the transition so that they may provide practical guidance on the journal's efforts. Additionally, the current senior editors are committed to offering hands-on guidance: we have money to bring the incoming editors to Duke to see the day-to-day mechanics of the journal and to discuss the practical matters of the transition. Additionally, the current managing editor will work with the incoming managing editor to transfer the journal's files, database, e-mail records, and physical copies of the *HHR*'s entire run; he will also be available to answer any questions. The current editors will aim to have articles planned for the first two issues that will be the responsibility of the incoming editors, as this will give the new team more time to field submissions and establish their editorial process.

Q: How do the mechanics of managing submissions work?

- A. This process has been simplified by Editorial Manager, the submission system provided to the journal by Duke University Press. Authors upload their manuscripts to hahr.edmgr.com, and the system generates many of the status letters (acknowledgment of receipt, decision letters). This system also allows the manuscript to be passed along anonymously to the external reviewers and generates reminder letters to these reviewers when deadlines are missed, and automatically asks alternate reviewers when a reviewer does not respond to an invitation to review a manuscript.

Q: How long does it take to adjudicate manuscripts?

- A. The editorial system allows for simple management of the adjudication process, whether one wants to adjudicate manuscripts as they come in or when enough have arrived to divide evenly among the editors. While the journal receives many high-quality submissions, the system also allows the editors to quickly skim for the types of manuscripts that sometimes arrive and can be easily identified as unsuitable for the journal, such as pieces over the 12,000-word limit, previously published pieces, nonscholarly pieces, thought-pieces, seminar papers that aren't ready for publication, pieces based primarily on US source bases, or those too narrow for the journal.

Q: How many hours of work a week are put in by the senior editors?

- A. The amount of work varies from week to week. The main responsibilities involve adjudicating manuscripts and drafting decision letters. Additional work can come with planning special issues and online forums and in preparation for the board meeting. The current editors find that the course releases are effective and equitable compensation for the time committed to the journal.

Q: How do the mechanics of the book reviews work?

- A. Managing book reviews has been made much easier with Editorial Manager. While someone needs to receive and review the books for content, a list with a publisher's link can be circulated to the book review editor for consideration remotely; with remote access to the journal's improved reviewer database, s/he can search by keyword for suitable reviewers and invite these reviewers via the Editorial Manager system. The system has templates for book reviewer invitations and reminders crafted by the current editors, which it automatically generates. Likewise, the system will send reminder e-mails for overdue reviews and automatically invite alternate reviewers if the first reviewer declines or does not respond. The current editors have also established a number of additional incentives for scholars to review for the journal. First, there is an annual prize for the best review printed in the journal. Second, Duke University Press now offers 30% discounts on all its titles to book reviewers.

Q: How feasible is it for the editors to be located in different institutions?

- A. The current editorial process makes it quite feasible for the editors to work on the journal from different locales (even if they are located in different countries). Editorial Manager allows the managing editor to circulate manuscripts to the editors remotely, and the system's discussion feature allows each to comment on the manuscript and collectively come to a decision, perhaps with a follow-up phone call or Skype session.

Q: What digital infrastructure will the new editors inherit?

- A. The editors have created a stand-alone site for the journal, hahr-online.com; this removes the problem of having to start a new website every time the editorship switches universities, and it is easily maintained through the user-friendly WordPress sites. The journal now also has Facebook and Twitter sites that are helpful in promoting issues, and the raw data in the journal's manuscript and reviewer database is easily transferable for use in either FileMaker or other database software.