



Indigenous Law Journal

Senior Editorial Board Applications – 2019/2020

Winter 2019

INDIGENOUS LAW JOURNAL

The Indigenous Law Journal is the first and only Canadian legal journal to exclusively publish articles about Indigenous legal issues. The ILJ publishes articles, notes, case comments, and reviews grounded in all areas of study pertaining to both the laws of indigenous peoples and the law as it affects indigenous peoples.

SENIOR EDITORS

Except for the Submissions Manager, all senior editors are involved in the decision-making process for papers:

- Perform the initial review of all papers, removing any papers that are obviously flawed
- Lead cell group with Associate Editors
- Participate in the Senior Editorial Board meeting to select which papers should be sent for external review and/or published
- Identify discrete research tasks for Associate Editors to complete.
- Provide recommendations to the author and directly work with the author to integrate feedback
- Help to recruit associate editors during Clubs Fair and the fall semester!

Senior Editors can receive two academic credits for their work with the Indigenous Law Journal by taking LAW494Y1Y: Indigenous Law Journal.

ADMINISTRATIVE PORTFOLIOS

Each Senior Editor holds an administrative portfolio. Please indicate which portfolio(s) that you would prefer and any relevant experience.

Editors-in-Chief

- Handle training for associate editors and senior editors.
- Track all submissions throughout the editorial process, ensuring associate editors and senior editors complete the work assigned to them.
- Take carriage over any papers that have been left from previous years.
- Maintain and organize the Dropbox so that the most recent papers are easily accessible and all records are kept for corporate memory.
- Liaise with the copyeditor and the author regarding revisions during the copyediting process.
- Select the paper(s) for the Journals Seminar.
- Keep the Faculty Advisor (Douglas Sanderson and Denise Réaume to a lesser degree) apprised of the progress for the journal.
- Chair Senior Editorial Board meetings.
- Resolve additional issues that arise, if any.

Submissions Manager

- Independently oversee the Submissions e-mail, which includes answering authors' e-mails and inquiries, and acknowledging receipt of their submissions;
- Remove information that would identify authors, and then save "scrubbed" papers in the Dropbox
- Inform the Editors-in-Chief and Cell Group Coordinator when papers can be distributed to cell groups
- Review rejection letters, add author's information, and send out rejection letters

Cell Group Coordinator

- Determine associate editors' interest in different areas of study
- Divide associate editors and senior editors into cell groups, based upon the available papers and editors' interests
- Collect rejection letters from the Senior Editors

External Review Coordinator(s)

- Identify law professors and/or practitioners that can review papers, based upon their expertise.
- Send out requests and follow-up emails for external reviews.
- Maintain and update the "NEW Potential Reviewers & Contact Information - 2017" spreadsheet

Business Manager

- Collect any mail from the Finance Department.
- Submit receipts for reimbursement from the Faculty.
- Review the quarterly expense reports to ensure that all transactions have been recorded.

Events Manager

- Organize retreats for the Senior Editorial Board,
- Organize a launch party when a new volume is published.
- Spearhead organizations for a conference if the Senior Editorial Board decides that having a conference is an appropriate means to garner papers.

Web Manager

- Update the "Journal Staff" section of the webpage.
- Post about the Call for Submissions and provide updates, if any, from the Indigenous Law Journal
- Upload any new volumes that are published.

APPLICATION PROCESS

- Please email your application to indiglaw.journal@utoronto.ca by **Friday, April 5th, 2019** at 5pm. Your application should include the following documents:
 1. Cover letter that explains your interest in the Indigenous Law Journal and any position(s) that you would prefer
 2. CV
- For individuals applying to be an Editor-in-Chief, please provide two suggestions for improving the Indigenous Law Journal as well.