

EDITORIALS AND ANNOUNCEMENTS

NON-PEER REVIEW SECTION

*NEW MANAGING EDITOR
VOLUNTEER POSITION ANNOUNCEMENT*

BOARD OF DIRECTORS

Now in its 11th year of publication, *Herpetological Conservation & Biology* is a highly successful peer-reviewed online journal that publishes articles pertaining to the biology, conservation, and natural history of the world's amphibians and reptiles. The journal has garnered international acclaim as a result of its unique *gratis* business model, that is, we do not charge authors or readers for content. The journal has experienced broad support from colleagues in over 160 countries. Every volume has increased to the point that *Herpetological Conservation & Biology* now publishes more articles per year than any other herpetological journal in the world. As a result of this astounding growth, we are expanding once again and we seek to recruit an individual to fill the following newly created position.

Title: Managing Editor, Production

Description: The **Managing Editor, Production** is responsible for final layout of manuscripts to be published by the peer-reviewed journal *Herpetological Conservation & Biology*. The position works closely with the **Lead Copy Editor**, but does not include the actual copy editing of manuscripts. Specific tasks include transforming approximately 18–25 double-spaced single column manuscripts per issue into publication-ready two-column PDF papers with inset figures, tables, and mathematical formulae. As such, the position does not require a biological background.

Qualifications:

The successful candidate must meet the following criteria:

- Available to format manuscripts for publication three times per year in advance of the April, August, and December release dates.
- Meticulous attention to detail to ensure that all manuscripts follow established formatting guidelines.
- Demonstrated proficiency with Microsoft Word; experience with Quark, LaTeX, or other formatting software would be an asset.
- Capable of following direction and meeting deadlines.
- Able to produce deliverables without supervision.
- A dedicated individual with a high degree of professionalism and discretion.
- A high level of English language proficiency, both written and spoken.

Salary & benefits: No salary because HerpConBio has no paid positions. However, the benefit is increased interaction with members of the Board of Directors and possibility of advancement.