



Registered Charity No.206888

## **ROYAL HISTORICAL SOCIETY**

### **HONORARY ACADEMIC EDITOR: BIBLIOGRAPHY OF BRITISH AND IRISH HISTORY (BBIH)**

#### **JOB DESCRIPTION**

The Honorary Academic Editor is responsible (in conjunction with the Head of Publications at the Institute of Historical Research acting as technical/Publishing Editor, currently Dr Jane Winters) for monitoring the BBIH, and guiding project staff (currently Peter Salt and Simon Baker). The IHR Head of Publications has overall line management responsibilities for the project staff, as employees of the University of London.

In practice this means between ten and twelve project meetings per annum in London, at which progress is reviewed, priorities set, and resource enhancements discussed. There is also a certain amount of email exchange, as all parties are kept in the loop.

The Honorary Academic Editor assists the Technical/Publishing Editor in the production of publicity materials and articles about the project, and may represent the project at conferences. S/he is also responsible for the recruitment of academic section editors but most of the day to day business with them is handled by Simon Baker and Peter Salt.

The strategic direction of the project is the responsibility of the BBIH Project Board, comprising the President of the Royal Historical Society (or his/her nominee), the Director of the IHR (or his/her nominee), the Academic Editor, the Technical/Publishing Editor and three external members (one to be a librarian). The Project Board will be chaired by one of the three external members.

The Academic Editor also attends an annual general meeting between Brepols and representatives from the Royal Historical Society and the IHR early in December to review the editorial work flow, proposals for spin-offs, Brepols' marketing plan, and technical and editorial specifications. The general meeting takes place in England, and is attended by agreed representatives of all parties. From time to time there are additional meetings with Brepols representatives, which can be scheduled alongside the standard project meetings.

The Academic Editor reports to the Publications Committee of the Royal Historical Society, and thence to the Society's Council; the technical/Publishing Editor reports to the Publications Board of the IHR, and thence to the IHR Advisory Council.