



DEPARTMENT OF HISTORY

Watson Hall, Room 212  
49 Bader Lane  
Queen's University  
Kingston, ON, Canada K7L 3N6  
Tel 613 533-2150  
Fax 613 533-6298  
[www.queensu.ca/history/](http://www.queensu.ca/history/)

**6 August 2021**

### **Department of History, Undergraduate Journal**

The Department of History seeks applications for the below roles to create and manage an undergraduate history journal. Get hands-on practice in editing and production, hone your critical reading and thinking skills and take a big step into the world of published research scholarship. It is expected that the journal will publish one issue per year at the end of winter term. As the first editorial team, the first order of business will be to create a name for the journal. If you love history and have the drive and commitment to get a journal up and going, this is the place for you!

- **Executive Editor (1 position available):** The executive editor will oversee all aspects of the journal, from setting up the production calendar, to delegating work to the associate editors and the editorial board, solicit submissions, identify citation and formatting conventions, make final decisions on published articles, creation of a journal webpage and the countless other tasks that go into running a high-quality publication. The position comes with a \$1000 stipend to be paid in two instalments across Fall and Winter terms.
- **Associate Editors (2 positions available):** The associate editors will support the executive editor in the above listed tasks and processes related to the journal's production, review manuscript submissions, identify peer-reviewers, edit and illustrate articles and undertake marketing and publicity. The two positions each come with a \$500 stipend to be paid in two instalments across Fall and Winter terms.
- **Editorial Board Members (5 positions available):** Members of the Editorial Board will support the editorial team in the production of the journal, develop networks to solicit publications and play key roles in assessing submitted manuscripts. Ideally, membership on the Editorial Board will prepare students to eventually take on editorial team roles.

**Eligibility:** Students must be registered in a History Major or Medial degree plan to apply. Students in their second year or above are encouraged to apply.

**Application:** To apply please email your resume and a one-page cover letter specifying the role for which you are applying (you may apply for more than one position) outlining your interest and suitability for the role to [hist.undergrad@queensu.ca](mailto:hist.undergrad@queensu.ca) on or before 25 August 2021.

Please direct any questions about these positions to Prof. James Carson, the Undergraduate Journal Faculty Mentor: [jc35@queensu.ca](mailto:jc35@queensu.ca)