Call for Co-Editors

The Ohio Journal of School Mathematics is taking applications for co-editors. Each co-editor owns one part of the journal's work, so the journal no longer runs through one inbox.

Three roles to choose from

Pick the role that fits how you like to work. We expect to add one or two co-editors, so at least one role stays with me. The hours are my estimates, and the crunch comes in the weeks before each issue closes.

Role	What you own	Hours per week (est.)
Review editor	New submissions from intake to decision: the first read, desk decisions, finding and matching reviewers, following up on late reviews, and a recommendation once the reviews are in.	2 to 4
Production editor	Accepted papers from acceptance to publication: setting them in our LaTeX template, proofs and the change log sent to authors, and publishing in Janeway with clean metadata so each DOI registers.	3 to 5, heavier near each issue
Section and outreach editor	One strand of the journal, such as Stories from the Field or a themed issue, along with the call for papers, growing the reviewer pool, and the editorial team page.	1 to 3

What every co-editor does

Whatever role you take, a few things are the same for everyone.

- Handle a share of manuscripts in Janeway, from the first read to the final decision.
- Keep the journal's review model. Reviews are double-anonymous, with two or three reviewers per paper and the editor deciding. When a paper is promising but needs a lot of work, we can offer open collaborative review, where the author and reviewer work together by name.
- Write to authors the way we'd want to be written to. That means naming what works before asking for changes, giving the decision near the top, and setting a clear deadline (revisions usually get four weeks).
- Apply our citation and AI policies. Every bibliography goes through CiteCheck, and a flag is something to look into, never a reason to reject. Authors have to disclose any AI use.
- Join a short monthly editors' call.

What helps you do the job well

We're looking for people with diverse experiences and interests. The ideal candidate is at home typesetting articles in LaTeX, error-checking mathematical proofs, evaluating the quality of qualitative and quantitative research papers, validating references, and corresponding regularly with authors at every stage of the publication process.

The most important thing is following through. A paper that waits three weeks for a reply costs us an author. After that, these matter most.

- You can tell what a paper is really arguing, and whether the mathematics and the classroom evidence back it up.
- You give feedback that's honest and kind at once, especially to teachers who are new to publishing.
- You know people in school mathematics and can name a good reviewer for a topic.
- You keep confidences, and you step aside when a paper comes from a colleague or a student of yours.

No one needs to arrive with all of these. Our written workflows walk through every step, and I'll pair with you on your first few papers.

Term, credit and support

- **Term.** Two years, and renewable if we both want to continue. You can step back at the end of any issue with a month's notice.
- **Credit.** You'll be listed as Co-Editor on the journal's Editorial Team page and on the issues you work on. I'll write a letter describing your role for your annual review or promotion file. OJSM is indexed in EBSCO's Education Research Complete, and every article gets a Crossref DOI.
- **Say in decisions.** Co-editors make decisions on their own manuscripts and help set journal policy.
- **Support.** You get a Janeway editor account, our written workflows, and the help of an editor who has done this since 2008. The work is unpaid, as it is for everyone on the editorial team.

About the journal. OJSM is the journal of the Ohio Council of Teachers of Mathematics. The Ohio State University Libraries publish it on Janeway at ohiomathjournal.org. We put out three issues a year (Spring, Summer, Fall) and publish each article online as soon as it's ready. Authors pay nothing and keep their copyright, and articles are released under CC BY 4.0. Our authors are classroom teachers, teacher educators, graduate students and undergraduates, and many of them are publishing for the first time.

How to apply. Email me by **Friday, November 13, 2026**. Include a few sentences on why you'd like to do this, the role you'd want first and second, and a CV. I'll set up a 30-minute call with each applicant before deciding. If you're not ready to edit but would like to review for us, say so; we always need reviewers.

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