

# ASQ STATISTICS DIVISION OPERATING MANUAL

## "How-To" Editor Job Description

### **Title**

Editor, How-to... Series Publications

### **Purpose**

To manage the process of reviewing and producing proposed publications in a how-to format dealing with tools and techniques in order to ensure that they are technically correct, well-written, marketable, and consistent with the needs of Division customers.

### **Term of Office**

The initial term of office is two years, with the appointment being renewed on a yearly basis thereafter. There is no limit to the total number of years one could hold the position.

### **Responsibilities**

- Work with the Division Publications Committee to develop and improve appropriate guiding policy and objectives for the Division publications based on the perceived needs of Division customers.
- Lead in developing and updating appropriate editorial policy for the How-To publications.
- Coordinate publications with other editors and Division committees to ensure that they are strategically aligned.
- Form and maintain communication with a team of individuals to serve as an Editorial Review Board for the review of proposed publications. These individuals must be members of ASQ's standing review board if the material is to be published through ASQ Quality Press.
- Communicate the guiding policies, editorial policies, and objectives of the How-To publications to authors, potential authors, and reviewers.
- Coordinate the review of proposals and manuscripts with the authors, ASQ Quality Press or other publisher as required.
- Synthesize reviews of submitted proposals and manuscripts and review these as need to reach a decision about the submitted material (e.g., accept, revise or reject the submitted material) with ASQ Quality Press.
- Serve as a liaison between the Statistics Division, booklet authors, and ASQ Quality Press in matters relevant to the How-To publications, particularly in relation to the publication of accepted manuscripts and periodic revision of published material.
- Respond to inquiries from potential authors or others interested in How-To publications.
- Review and improve this job description at the end of the term of office or as needed.
- Participate in the process of identifying potential topics and/or authors of booklets and soliciting proposals for booklets from potential authors.

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### **Additional Activities** (Desirable, not Mandatory)

- Participate in the activities of the Statistics Division Council.
- Attend Division Council Meetings at the Annual Quality Congress and Fall Technical Conference each year.
- Participate in long range planning for the Division by contributing ideas or attending planning meetings.

### **Qualifications**

- Must be a member of the Statistics Division.
- Must have, in the opinion of the appointing body, appropriate technical expertise and understanding of important and current ideas related to the application of statistical thinking and techniques for quality improvement.
- Must have experience as an author and reviewer of technical papers or publications.
- Must be able to commit time and resources to carry out the duties as described above.
- Member of ASQ's Standing Review Board (optional).

### **Resources Available**

- ASQ Author Guidelines.
- ASQ Quality Press, especially its Acquisitions Editor and staff.
- Current version of ASQ's Glossary and Tables for Statistical Quality Control.
- Current versions of all How-To booklets published to date.
- Publications Committee
- Statistics Division House of Education

### **Checklist/Timetable**

AQC Attend Publications Committee Meeting  
Participate in Publications Committee teleconferences on a bi-weekly or monthly basis.

### **Election/Appointment/Renewal Mechanism**

Appointed by the Statistics Division Publications Chair with the consensus of the Division Officers.