

Exchange Associate Editor

The Associate Editors of the IDEC Exchange play a pivotal role in preparing, editing, and collecting content for the Exchange.

Appointment & Term of Service

Appointment: Appointed by the IDEC Board

Term: 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed.

Time Commitment: Time commitment varies considerably from 0 hours per week to 6 hours+ hours per during the editorial review process. Time will also vary based on an associate editor's writing practice. The average time commitment per week is less than 1 hour. The time commitment is generally spread December to March and August to October each year.

Responsibilities and Duties

- An Associate Editor will have responsibility for identifying, preparing, and coordinating timely and relevant contributions related to interior design, design education, and other topics as appropriate for each issue.
 - Areas of focus for stories include, but are not limited to: Research Activities, Industry and Professional Practice Activities, Emerging Talent, Collaborations, Alumni Relations, Service Activities within Academia, and Teaching Activities within Academia.
- An Associate Editor will be responsible for assisting in developing a theme for each issue (in collaboration with the Editor and other Associate Editors).
- An Associate Editor will identify and communicate with prospective contributors.
- Associate Editors are responsible for developing original content for inclusion in the IDEC Exchange as appropriate and at the request of the Editor or editorial team.
- As part of the exchange/newsletter editorial staff, an Associate Editor will communicate with the editorial team in multiple ways (e.g., conference call, telephone, email) in preparation for each issue.
- Associated Editors are responsible for prompt communication as the development, review, and editing process is time sensitive.
- The production of each issue of the Exchange is a joint effort led by the Editor and supported by the Associate Editors and IDEC organization staff.

Programs, Events, & Committees

- Facilitate communication with the Exchange Editor
- The Exchange is published two times a year, once in the fall and once in the spring.
- Medium commitment in early fall and spring to support production and dissemination of the IDEC Exchange.

Timeline

Sample timeline for the spring issue of the Exchange (Duties may be the primary responsibility of the Editor or delegated to Associate Editors.)

- First week of December: Begin developing issue theme; Communicate via videoconference or email with editorial team
- Mid-December: Finalize issue theme and communicate to IDEC headquarters
- Early January: Approve eNews and web versions of issue call for content
- Second week of January: Call released; Submissions due end of February/early March before conference; Allow minimum 6 weeks for contributions to be prepared and submitted
- Second week of January: Contact column contributors (e.g., president, president-elect, JID board chair, Fellows chair, IDECF president, IDEC executive director, IDEC director of service); Request column content to be submitted concurrently with call or 2 weeks later
- Second week of January: Coordinate with associate editors for soliciting community columns
- Second week of February: Prepare editor's column
- Two weeks before submission date: Check with IDEC headquarters on submission rate
- Day after submission date: Contact IDEC headquarters to transfer submissions and submitter details to Dropbox. Expect the transfer to take a week.
- Second week of March/immediately after conference: Preview submissions and identify problems (e.g., incomplete); Share submissions with associate editors for review and comments; Set one week timeline
- Third week of March: Select submissions for issue in collaboration with associate editors; Identify any necessary author edits and request revisions ASAP; Identify images to accompany submissions and regular columns; Request improved images from authors; Organize content in Dropbox for IDEC graphics department
- Fourth week of March: Send full content to IDEC graphics department; Expect two weeks to complete layout and proofs; Coordinate with IDEC headquarters on release date; Contact authors not selected for inclusion (cc IDEC executive director)
- Second week of April: Approve final issue proof; Issue released in IDEC email and website; Share release with stakeholders; Send thank you notes