



Michigan Teachers of English
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • www.mitesol.org

Position Description

MITESOL Messages Editor Position: Job Description and Important Dates

Job Description

The editors work together to produce two issues a year. The issues are published in February and August, usually around the 15th of the month. The deadline is technically the 15th of the previous month, but it is usually extended to whatever the editors are comfortable with. We usually send out the call for articles about a month before the deadline, using the MITSOL listserv (see list of “ideal” dates on p. 2). We use MS Publisher to format the newsletter.

Important Dates

December 15th – Call for submissions should go out to the listserv (submissions due January 15th)

January 1st – Reminder to listserv & board: submissions due January 15th

January 15th – submissions due (often has been extended to the end of January); start editing submissions that have arrived

February 1st – send articles that need change approvals to authors (deadline to resubmit is February 7th)

February 7th – assemble Publisher file

February 15th – Winter issue publication date

June 15th – Summer call for submissions to listserv (submissions due July 15th)

July 1st – Reminder to listserv & board: submissions due July 15th

July 15th – submissions due (often has been extended to the end of July); start editing submissions that have arrived

August 1st - send articles that need change approvals to authors (deadline to resubmit is August 7th)

August 7th - assemble Publisher file

August 15th – Summer issue publication date