



The Aberdeen Historical Review is a peer-reviewed undergraduate journal based in the University of Aberdeen History Society. It publishes first-class undergraduate scholarship, featuring a variety of historical approaches. AHR is a proud member of the Society of Undergraduate Humanities Publications (SUHP).

As the current editorial board members will be graduating this summer, we are excited to invite current students at the University of Aberdeen to apply for positions on the editorial board of AHR for the Academic Year 2023/2024. The editorial board plays a central role in the management and publication process of the journal. The board is responsible for planning, scheduling, and carrying out all executive decisions regarding the publication of the journal, peer reviewer-to-author communication, publicity and promotion, maintenance of direction and tone of the journal, and the advancement of its mission.

The board is composed of five members - three editors and two assistants - each with a specific role:

- **Managing Editor:** The Managing Editor oversees the organisation. Scheduling, setting deadlines, and distributing tasks are their main responsibilities. They keep track of important documents, meeting notes, and decisions that need to be made; it is therefore crucial for them to possess solid organisational and time-management skills, and function well as the leader of a team. The focus of this job is primarily on preliminary planning and schedule maintenance.
- **Layout Editor:** The Layout Editor's role is focused on the later stages of the publishing process, in which they work closely with the Assistant Layout Editor and the Editorial Assistant. The Layout Editor is in charge of bringing all submissions together to shape the new issue. They oversee the copyediting process and create the PDF document that will be proudly displayed on the journal website, which they keep up to date. This role requires great attention to detail, basic designer skills, and proficiency in working with computers.
- **Submission Editor:** The Submission Editor handles the communications. Their role is to manage the journal mailbox, distribute information, and maintain contact with peer reviewers and authors. They send out the Call for Papers, handle submissions, distribute feedback, and manage any other correspondence with the authors and the peer review team. Good communication skills, grammar, attention to detail, and excellent writing skills are crucial for this role.
- **Assistant Layout Editor:** The Assistant Layout Editor helps the Layout Editor design and assemble the final version of the issue before publication. They make sure every submission adheres to the style guide, assist with copyediting, and manage the journal's content presentation and overall visuals. This position calls for excellent language skills and a good grasp on graphics, style, and design.
- **Editorial Assistant:** The Editorial Assistant works closely with the Layout Editor and the Assistant Layout Editor to copyedit submissions that have already gone through the process of peer-reviewing. The focus of their work will lay in providing grammar, spelling and style checks of submitted papers; therefore, a good grasp of the English language and grammar is crucial. This role is vital in the last steps before publishing a complete issue. Hence, adhering to deadlines and good time management are essential.

Teamwork is fundamental for the efficient functioning of the journal. Thus, candidates for a specific role should expect to work closely with all the other members of the board and collaborate at all stages of the publication process. Editorial board members are not excluded from submitting their own essays for publication; they are, in fact, encouraged to do so.

Being a member of the editorial board of AHR adds an impressive entry to your CV, particularly if you are thinking of a future in academia or publishing. It gives you access to the SUHP network and to a community of other history enthusiasts. You can read our newest issue here:

<https://abdnhistory.co.uk/published-issues>.

Application Guidelines:

- You must be an undergraduate student at the University of Aberdeen expected to graduate in 2024 or 2025. Students of any degree are welcome, but **History students are especially encouraged to apply**.
- Applications must be sent via email to info@abdnhistory.co.uk before **Friday 22nd September at 5 pm**.
- Your application **must include**:
 - 200-400 words about your motivation for applying for a position on the editorial board. This should include what role you are applying for, your motivation for applying for this particular role, and a brief statement on what makes you a suitable candidate.
 - An essay of yours that you particularly like. This can be from any course, but essays produced for a History course are encouraged.

Should you have any questions, please email us at info@abdnhistory.co.uk.

For more information about the journal, see <https://abdnhistory.co.uk/about-this-journal>.

We look forward to reading your applications and welcoming you aboard the team!

Managing Editor

Kristen Nicolson
(class of 2023)

Layout Editor

Halle Sim
(class of 2023)

Submission Editor

Cerwyss MacKay
(class of 2024)

Assistant Layout Editor

Hyacinth Fourier
(class of 2023)

Editorial Assistant

Jude Christison
(class of 2023)

Faculty Advisors

Dr Bradford Bow
Dr Owen Walsh