

# JOB DESCRIPTION: EDITOR OF *MIXED MOSS*

## GENERAL

To be responsible to the TARS Board, through its Publications Committee, for the publishing each September of *Mixed Moss*.

*Mixed Moss* contains mainly literary, historical and similar articles of interest to TARS members (reports on activities are catered for by *Signals*). It is normally 80-88 pages in length, plus cover. Currently 16 pages are in colour (colour pages come in batches of 8).

Deadline for copy is end of April (with some flexibility). Final text is sent to the printer at the end of July, for distribution in early September.

## EDITING AND CONTENT

*Mixed Moss* is currently printed in Garamond 12pt (titles in 20pt and sub-titles/authors in 16pt – single column, apart from 'Bookshelf', which is two columns. The columns are not justified. However, matters of design are for the Editor. Endnotes are currently broadly in line with the Modern Humanities Research Association style guide.

Any change to the size and cover would have to be agreed in advance by the Board; any other major changes should be discussed with the Publications Committee.

It is the role of the Editor:

- To solicit, receive, acknowledge and select articles for publication (articles are normally between 500 and 3000 words), aiming for a balance between the different interests of members. We ask for articles in Microsoft Word, but some arrive typewritten or handwritten and have to be retyped. A future Editor might want to use a publishing programme such as *InDesign* or *Serif's PagePlus* (but should first liaise with the printer).
- To receive and identify books for review and arrange reviews.
- To receive and acknowledge Letters to the Editor.
- To copy-edit articles and reviews, liaising as necessary with authors and sending a final draft for approval. Consistency between articles is essential – I have so far resorted to *Fowler's English Usage*, but in 2019 am likely to use *Hart's Rules* or *The Guardian Style Guide*.
- To design and lay out text ready for printing.
- To proof-read final draft – and enlist one or two other proof-readers for help.
- To send text to printer in good time, requesting hard-copy proof for final checking and approval.
- To liaise with Distribution Manager, David Middleton, who will arrange distribution (after July figures from the Membership team, agree with David the number to be printed).

## **PRINTING AND BUDGET**

The current long-standing printer is Titus Wilson and Son in Kendal, though for 2020 it should go out to tender. Titus Wilson is hugely experienced with *Mixed Moss* and good at hand-holding – a visit to their works is an experience not to be missed! Contact is Steve Edwards (steve@tituswilson.co.uk). However, the new Editor may like to consider a printer nearer to him/her.

It is important to obtain a quotation (for the planned volume – say 850 copies) and to seek the approval of the Treasurer before proceeding. A budget has never been fixed, though this may change. As a guide, the cost of the 2018 edition (820 copies, 88 pages with 16 in colour) was in the region of £1900.

## **OTHER**

It's important to liaise with the Editor of *Signals* – to avoid overlap, etc.

The Editor is a member of Publications Committee (which meets annually) and is currently invited to attend Board meetings as an observer.

The main requirements are an interest in all things Ransome, an eye for detail, an insistence on accuracy, and plenty of time and diplomacy.