

# Editor Duties and Responsibilities

## Baseline responsibilities

There are two primary baseline responsibilities that come with being an Editor:

### Vetting New Sign-ups

In a timely fashion (2-3 days maximum response time), vet and approve or reject new area-specific potential experts who identify you as the appropriate editor while signing up for the DRH. This is a fairly simple process, our rule of thumb is that a new expert can be deemed “qualified” if ABD or above in a relevant field of study at a recognized university, although exceptions can be made at the discretion of the editor. Upon request, the Managing Editor is available to cover new sign-up requests when individual editors are away from e-mail because of travel or fieldwork.

Editors at a bare-minimum need to stay on top of new signups within their chosen field/remit. This allows recruited experts to be quickly onboarded into the process of contributing an entry. Obviously the rate of signups will vary quite a bit over the course of the year with increased numbers during recruitment drives or directly after conferences and academic gatherings where the DRH is presented.

### Approve Honorariums

Entries that have been completed in a timely manner (currently 90 days) need to be at least briefly reviewed and then recommending to the managing editor for an honorarium. Editorial expertise is here needed to discern, for instance, when three entries really constitute one for the purpose of awarded honoraria, or when an entry is insufficiently complete to merit an honorarium.

## Additional Responsibilities

Above and beyond the basic responsibility for vetting new sign-ups in a timely manner, the Editor position comes with other responsibilities that are optional, but that we encourage Editors to fulfill depending upon their current workload.

### Contribute an entry to the DRH

Hopefully you wanted to get involved because you have your own expertise to share with the project. There is no better way to understand how the DRH functions than to fill out a poll yourself. This will give you the direct experience to field initial questions from your experts and add to the cumulative knowledge in the database.

### Recruit new experts in your discipline

As the editor for a specific region or subject in the DRH you know the current experts and potential experts better than anyone else. The power of the project comes from the quantity of the entries. According to your own time commitments, you should try to put out a call for participation in the traditional venues of communication within your field while also personally recruiting colleagues who could contribute meaningful entries to the database.

### Manage and review contributions by experts

When experts finish their entry, as with all academic work, it could probably use another set of eyes checking for small mistakes and errors that creep in during the process. This is where the Editors can play a crucial role. For example, because most questionnaire answers require a binary “Yes” or “No,” mistakes in choosing one of these options, which sometimes become clear upon reading the accompanying comments, can have far reaching effects in the eventual analysis of data.

Work closely with experts to answer questions and possibly to help set up new entries

There are bound to be questions about the poll, how to start a new entry, how to make a map etc...

As Editor, you are the primary point of contact for a new expert, but feel free to fall back on the considerable expertise with the website by the Managing Editor and other people working behind the scenes. Experts will respond most positively to direct communication from their editor, but you should relay all questions outside of your expertise and we'll also endeavor to help.

Record contact efforts for new recruits, correspondence with current experts, and honorarium eligibility for contributors

No one likes getting prompted multiple times or by multiple people for the same thing. It is a good idea to keep a simple record of correspondence with experts and a catalog of progress on their entries so you have an idea of who is writing what under your subject area and who you have contacted recently. This will become easier with the soon-to-be-completed redesign of the Editor Console; in the meantime, most Editors have been maintaining google sheets or similar on-line spreadsheets.

Work with the Managing Editor to promote new features and functions of the DRH

The functionality of the database is continually growing. The basic data recording ability of the poll has been mature for a while now, but there are constantly small refinements and improvements to the database's most core parts. In addition, we plan major new initiatives that would radically increase the qualitative content available on the site, linking entries to on-line text and image archives, building in bibliographic tools, etc. We also plan new analytic and visualization features. Is there a research goal particularly suited by the data collect that would be achievable with a new tool for data visualization? The possibilities are quite vast and we have the resources to develop them in consultation with you the users. Let us know how'd you like to engage with the database beyond contributing and browsing and we can look for ways to make future uses possible. We rely on your feedback as users to continually make the DRH better.

Represent and promote the DRH at academic meetings

Similar to recruitment above, if you have an opportunity to represent the DRH at an academic conference it would help raise awareness about the project and encourage scholars to contribute. We have funds available to assist with conference travel in cases where you will be performing significant recruitment activities (talk on the DRH, manning an exhibit booth, organizing a separate meeting of colleagues to introduce the project.)