***Plebeian* Associate Editor and Copy Editor Application**

Thank you for showing interest in joining the *Plebeian* Editorial Board! The application process has two steps—submission of your completed Application and, for those applications selected, an Interview. The Application includes:

* This filled out Application Form
* A writing sample of 1500-2500 words, attached as a Word Document with the title “firstname.lastname.2020” (e.g. Bob Cicero’s would be: **bob.cicero.2020**)

Here is a summary of the responsibilities and the roles of the Editorial Board that require an application and interview. For the full listing and details of the process, please visit [our website](http://classu.sa.utoronto.ca/plebeian). Note that Peak Hours refers to the selection and editing rounds in January through March.

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| **Position** | Editor-in-Chief | Deputy Editor | **Associate/Copy Editors** |
| **Application Period** | March (Now Closed) | Closes October 10th | **Closes November 13th** |
| **Number of Positions** | 1 | 1 | **9** |
| **Peak Hours per week** | 4 | 2-3 | **1-2** |
| **Responsibilities** | * Oversight over the entire publication process of *Plebeian*
* Setting timelines for editor applications, paper submissions, and drafts
* Hiring Editors and running meetings with the Editing Team
* Reading and ranking of all paper submissions
* Checking over the quality of edits made by individual editing pairs to ensure proper quality
* Settling disputes, and, if necessary appointing replacements
* Design, layout, and formatting of the journal
* Delivery of the final product to the Senate
* Copy editing
* Promoting and advertising the calls for papers and editors in conjunction with the Senate
 | * Serving as the second-in-command, backup Chief
* Advise on design, deadlines, and meetings
* Hiring Associate Editors, and assisting with replacements
* Reading and ranking of all paper submissions
* Giving input on editorial decisions presented to the Editing Team
* Editing two papers with a partnered Editing Team member
* Observing deadlines for returning drafts to Submitters
* Meeting with the authors of the two assigned papers at least once
 | * **Reading and ranking of all paper submissions**
* **Giving input on editorial decisions presented to the Editing Team**
* **Editing two papers with a partnered Editing Team member (Associate Editor)**
* **Meeting with the authors of the two assigned papers at least once (Associate Editor)**
* **Reviewing papers to ensure that their citations and style meet the standard of *Plebeian*’s Style Guide (Copy Editor)**
* **Observing deadlines for returning drafts to Submitters (Associate and Copy Editors)**
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Please fill in the form below and submit the entire package to classu.plebeian@gmail.com by **NOVEMBER 13th, 2020**. If you have any questions, concerns, or issues, please send us an email.

 You will be contacted within ten days of the deadline with the result. Thanks for applying!

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|  | ***Plebeian* Editorial Board Application** |
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| *This is the application form to apply to be a hired member of the* Plebeian *Editorial Board. Please review the responsibilities and commitments of the position for which you are applying. Please send this completed form, your CV, and writing sample to* *classu.plebeian@gmail.com* *by* ***NOVEMBER 13th, 2020****.*  |
|  |  |
| Name: |  |
| Student Nº: |  |
| Telephone Nº: |  |
| Year: (Circle) |  |
| Email: |  |
| College: |  |
| Subject POSts: |  |
| Position: |  |

1. Please list all the Classics courses you have taken (### separated with commas, e.g. 160, 260, etc.).

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| --- | --- | --- |
|  | **Group** | **Course Codes** |
| a) | Classical Civilization Courses |  |
| b) | Greek Courses |  |
| c) | Latin Courses |  |
| d) | Other Relevant Courses |  |

2. Please list any relevant editorial experiences and academic achievements. Add rows as necessary.

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| --- | --- | --- |
| **Date (Month/Year)** | **Organization** | **Experience/Achievement and Description** |
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3. Please list your co-curricular and/or work commitments for the academic year. Add rows as necessary.

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| --- | --- |
| **Organization** | **Position** |
|  |  |

4. What experience or skills make you an ideal candidate for membership on the Editorial Board? Include new ideas you can bring to your position and to *Plebeian* in general. Please enter no more than 100 words.

Thank you for applying to the Editorial Board of *Plebeian.*