I. Purpose. The purpose of Juniata Voices is to provide a showcase for the rich variety of intellectually stimulating conversations on the Juniata campus. This includes lectures presented by Juniata faculty and by distinguished visitors to campus, as well as creative works. Juniata Voices is especially intended to encourage Juniata faculty members to present their scholarly and creative work to the campus community.

II. Composition of the Board of Editors. The Board of Editors will be composed of the following members:

   A. An Editor in Chief, appointed from the faculty by the Provost, on recommendation of the Editorial Board;
   B. At least two additional faculty, representing a cross section of the campus community, appointed by the Editor in Chief in consultation with the Provost;
   C. A Managing Editor, ex officio;
   D. A representative from the Office of External Relations and Marketing, ex officio.
   E. The Editor in Chief and Editorial Board members will be appointed for a term of three years, and may be re-appointed.

III. Duties of the Board of Editors. The Board of Editors will have the following duties:

   A. Solicit manuscripts;
   B. Review solicited and contributed manuscripts;
   C. Select manuscripts for publication;
   D. Edit manuscripts and prepare them for publication;
   E. Make arrangements for production of the publication;
   F. Cooperate with other offices (e.g., External Relations/Marketing, Alumni Office) regarding distribution and marketing of the publication;
   G. Review policies and procedures and make changes as necessary.

Decisions will be made by a consensus of the Board.

IV. Duties of the Managing Editor. The Manager of the Juniata Press will serve ex officio as Managing Editor of Juniata Voices. The Managing Editor will have the following duties:

   A. In coordination with the Editor in Chief, prepare budgets and supervise expenditures and income, if any;
   B. Supervise correspondence, forms, and contracts, including rights and reproduction issues;
   C. Assist with advertising, where appropriate;
   E. Work with printer, graphic designer, and Editors on the design of the publication, including type faces, etc.;
   F. Arrange for Juniata Press web page to include information about Juniata Voices and/or links to other sites with that information.
V. Selection of Manuscripts. The Board of Editors will select manuscripts for publication according to the following criteria:

A. Manuscripts will be accorded priority as follows: (1) lectures or presentations by Juniata faculty on campus; (2) lectures or presentations by invited lecturers and guest speakers on campus; (3) other work by faculty not published elsewhere.
B. Manuscripts must be previously unpublished work and must be in final form.
C. Submission of manuscripts which present the results of original scholarship, new interpretations of previous research, creative work, or original synthetic work are encouraged.
D. Manuscripts must be sufficiently non-technical and jargon-free to be easily accessible to a liberally educated reader.
E. Manuscripts normally may not exceed 3,000 words in length, and will be subject to editing for length and style.
F. The number of manuscripts accepted for publication may be affected by space constraints.
G. Manuscripts should be consistent with the image of Juniata as an institution with a strong and active intellectual life.
H. All manuscripts will be reviewed in light of these criteria and their overall merit, and all decisions of the Editorial Board are final.

VI. Editing Manuscripts. The Board of Editors will be responsible for editing all manuscripts for content, style, and grammar.

A. Each member of the Board will be assigned specific articles by the Editor in Chief, and will be responsible for editing for content (style, readability, accessibility).
B. Editing for grammar, spelling, and punctuation is the responsibility of the Editor in Chief, or a designee of the Editor in Chief, and the author(s).
C. The style of a specific article should be governed by a style manual appropriate for the discipline.
D. Requested changes will be discussed with the author(s) by the appropriate member(s) of the Editorial Board.
E. It is the responsibility of the author(s) to prepare a final, publication-ready manuscript (and illustrations, if any) that is acceptable to the Board.
F. Authors are responsible for obtaining clearance for any copyrights, any other permissions, and all fees associated with rights to reproduce illustrations or other materials.

VII. Editor in Chief. The Editor in Chief has ultimate responsibility for the operations of Juniata Voices. It is the responsibility of the Editor in Chief to coordinate the work of the Editorial Board; to work with the Managing Editor to prepare budgets and supervise expenditures; to supervise the production of each issue; to supervise the work of a student assistant; and to prepare or solicit an introduction to each issue.