



EDITOR of

The New Zealand Language Teacher :
the refereed journal of NZALT
Job Description and Contract 2009 and 2010

(To be read in conjunction with both the Working Rules on www.nzalt.org.nz
and the NZALT 2008-2012 Strategic Plan)

The New Zealand Language Teacher is a refereed journal with an emphasis on language acquisition and teaching theory. Journal articles are academic in nature.

The Editor will be responsible for:

- Seeking contributions to The New Zealand Language Teacher
- Eliciting help from suitable referees
- Selecting articles in association with nominated referees
- Designing layout
- Preparing and proof reading copy for publication
- Liaising with the printing company
- Liaising with RMIT Informit e-Library regarding the preparation of pdf files
- Liaising with the NZALT Executive regularly
- Ensuring costs are within the budget
- Presenting accounts for payment to the NZALT treasurer before the end of the financial year

It is expected that each final annual edition of The New Zealand Language Teacher meets the goals of the NZALT 2008-2012 Strategic Plan. The Editor will be responsible to the Executive of NZALT. The position is a two-year contract with an honorarium of \$1,000.00 for each edition.