

MBNH Volunteer Needed

Michigan Birds and Natural History is a publication of the Michigan Audubon and is published five times a year. Its mission is to provide a forum for the publication of research on the natural history of Michigan with an emphasis on birds. It is also the home of the Michigan Bird Survey, Michigan Butterfly Count, Michigan Christmas Bird Counts, North American Migration Count, and the proceedings of the Michigan Bird Records Committee.

Much of what Michigan Audubon does, including publication and distribution of the *Michigan Birds and Natural History* journal, is the result of many hours contributed by dedicated skilled volunteers. Michigan Audubon is currently seeking two volunteers who will help us move the journal ahead and help envision and implement its continued and wider presence in Michigan's ornithological community. Please consider if you or anyone you know may be able to fill either of these positions and contribute an important service to Michigan Audubon and the readers of *Michigan Birds and Natural History*.

Lead Editor

Michigan Audubon seeks a highly motivated individual to commit to 10–20 volunteer hours per month to serve as editor for the society's science journal *Michigan Birds and Natural History* (MBNH). The primary role of the lead editor will be to solicit articles for publication and follow up with authors on article ideas and all items submitted for review.

Duties

- Cooperate with Michigan Audubon staff, MBNH editorial committee, and department editors to meet existing publication schedules and guidelines, and to define procedures for contacting potential contributors and moving submissions through the review and publication process.
- Maintain contact (primarily via e-mail and by phone) with potential contributors and provide prompt feedback to authors, all appropriate editors on the committee, and to Michigan Audubon staff.
- Tap Michigan's professional ornithologists and skilled amateurs, academics, upper level undergraduates and graduate students, state bird observatories and research centers, and other individuals for submissions to MBNH in the form of reports of survey work, banding activities, research results, or other articles that address topics relating to the subject of the journal.
- Follow up with any group, organization, or individual benefiting from Michigan Audubon research dollars to contribute research reports to be considered for publication in the journal or elsewhere within Michigan Audubon's publications or website
- Work with Michigan Bird Records Committee and Seasonal Survey Editor to solicit summaries of 1st bird record observations and rare or accidental sightings for publication

- Work with the Peer Review portion of the editorial committee to determine which items submitted meet the publication criteria
- Willing to meet at least annually with Michigan Audubon staff and the MBNH Editorial Committee to:
 - Guide the editorial committee in revising publication schedules, publication criteria, and guidelines as needed and help clarify the journal's role and purpose;
 - Provide leadership in guiding the journal's editorial committee in creating a vision for the journal's role in the Michigan ornithological community;
 - Work with MBNH committee and Michigan Audubon staff to expand distribution and seek sponsors.

Layout Editor

A layout editor is urgently needed for *Michigan Birds and Natural History*. Previous experience with desktop publishing and layout is required. This is a volunteer position, requiring at least 20 hours per issue (five issues per year), and adherence to a strict schedule.

Duties

- Work with editor to schedule articles and short notes for each issue
- Work with survey editor on scheduling and content of surveys
- Work with photo editor to determine appropriate photos, including cover
- Work with editors and proofreaders to edit content in a timely fashion
- Work with MBNH Committee on final review
- Work with printer to review proof
- Coordinate mailings with Michigan Audubon office staff and printer

Currently, the journal is laid out with Adobe PageMaker (PC version 6.5). The layout editor must have experience with this program, or some other professional layout software; must use their own computer and software; must communicate with the office and editorial staff via e-mail and phone; and must attend an annual MBNH Committee meeting.

If interested in either of these positions, please contact Caroline de Mauriac, Interim Executive Director at 517-886-9144 or by e-mail at: mas@michiganaudubon.org.