



HOW TO BUILD AN EDITORIAL SOP FOR YOUR STUDENT JOURNAL

INTRODUCTIONS



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THE CHALLENGE: HIGH TURNOVER IN STUDENT JOURNALS

Challenges of operating within a two-year graduate program:

LEADERSHIP TURNOVER EVERY YEAR

LIMITED TIME TO BUILD LONG-TERM SYSTEMS

KNOWLEDGE LOSS BETWEEN COHORTS

INCONSISTENT WORKFLOWS AND REPEATED PROBLEM-SOLVING

WITHOUT DOCUMENTATION, EACH NEW TEAM RISKS REBUILDING PROCESSES FROM THE GROUND UP.



WHAT WE MEAN BY "SOP"

CENTRALIZED, ACCESSIBLE
OPERATIONS MANUAL

STEP-BY-STEP DOCUMENTATION OF
RECURRING WORKFLOWS

SCRIPTS

TIMELINES

EXPECTATIONS

TEMPLATES

LIVING DOCUMENT THAT EVOLVES
WITH THE JOURNAL

**SOPs are not rigid rulebooks.
They are tools for clarity and continuity.**





WHY SOP'S MATTER

**INCREASED LEADERSHIP
CONFIDENCE**

**REDUCED DECISION
FATIGUE**

**CLEARER EXPECTATIONS FOR
VOLUNTEERS**

**STRONGER SUSTAINABILITY ACROSS
COHORTS**

**MORE CONSISTENT AUTHOR
COMMUNICATION**



IDENTIFYING OUR PAIN POINTS

REWRITING EMAILS FROM SCRATCH

UNCLEAR EDITORIAL AND PUBLICATION WORKFLOWS

VOLUNTEER INACTIVITY/INCONSISTENCY BEING HANDLED INCONSISTENTLY

INCONSISTENT SUBMISSION AND REVISION GUIDANCE

EDITORIAL WORKFLOW SOP

SUBMISSION SOLICITATION SOP

SUBMISSION INTAKE AND LOGGING

PEER REVIEW TIMELINES AND REVIEWER COMMUNICATION

REVISION FEEDBACK—ESPECIALLY TO CONTRIBUTORS FROM PUBLISHING OR HUMANITIES BACKGROUNDS WHO MAY NOT BE FAMILIAR WITH SCHOLARLY PUBLISHING NORMS

STRUCTURED REVISION TRACKING

PUBLICATION CHECKLISTS



CONTENT SOPS

SEMESTER CONTENT PLANNING | TOPIC
PITCHING AND APPROVAL

ASSIGNMENT TRACKING

INTERVIEW AND ROUNDTABLE
WORKFLOWS

CONTENT TYPE GUIDELINES

REVIEW, FEEDBACK, AND
REVISION

INTERNAL DEADLINES AND
CHECKPOINTS

SUBMISSION READINESS AND
HANDOFF





MARKETING & SOCIAL MEDIA SOPS

CAMPAIGN PLANNING TIMELINES

VISUAL BRANDING CONSISTENCY

POST SCHEDULING AND MESSAGING
STRATEGY

ANALYTICS TRACKING AND
REPORTING

Marketing systems are just as important as editorial systems for sustainability.

VOLUNTEER & TEAM MANAGEMENT SOPS

ONBOARDING PROCESSES

HOW INACTIVITY IS ADDRESSED
PROFESSIONALLY AND FAIRLY

ROLE DESCRIPTIONS AND ACCOUNTABILITY
STANDARDS

COMMUNICATION
EXPECTATIONS

This protects team morale and ensures reliability.

HOW WE BUILT OUR SOPS



IDENTIFY RECURRING FRICTION

MAP THE EXISTING WORKFLOW

DRAFT DOCUMENTATION IN
MODULAR SECTIONS

ASSIGN OWNERSHIP

REVISE ANNUALLY

****PERFECTION IS NOT
REQUIRED TO BEGIN.**

MAKING SOPS SUSTAINABLE

CENTRALIZED STORAGE AND SHARED ACCESS

BUILT-IN REVIEW TIMELINE FOR EACH NEW COHORT

VERSION TRACKING

TREATING SOP REVIEW AS A LEADERSHIP RESPONSIBILITY



KEY TAKEAWAYS

START WITH ONE CORE WORKFLOW

BUILD TEMPLATES FOR REPETITIVE TASKS

DOCUMENT DECISIONS IN REAL TIME

VIEW SOPS AS EMPOWERMENT TOOLS

INVEST IN SYSTEMS NOW TO BENEFIT FUTURE LEADERS



THANK YOU!



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