

## Editors

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H-Net networks are managed by two groups of editors:

**Network Editors** manage, edit, and support H-Net networks. They are stewards of H-Net's most valuable assets and responsible for developing content on their networks. They are entrusted with procuring relevant, timely contributions that inform the field and have the potential to impact the scholarly conversation within their fields. They moderate discussions, edit posts, solicit and commission contributions, develop new features, manage subscriptions, work with H-Net to develop and implement editing policies and practices, and directly post messages to their networks. Networks preferably have teams of network editors to share the duties. Their workload can vary with the practices and division of labor for individual networks and can include moderating incoming posts from subscribers, creating and/or contributing to specialized projects and features, organizing the network's homepage, and developing local editorial policies. Network editors must have strong field qualifications for the subject covered by the network; have reliable internet access; and pass training in H-Net's content management system. H-Net provides basic training and limited support. For a description of our general posting and subscription management guidelines, [click here](#).

**Review Editors** commission and edit reviews of scholarship in print or other media for specific networks. Review Editors must have strong field qualifications in the subject covered by the networks; collaborate with reviewers and other editors and H-Net staff by email in a timely fashion; and use H-Net's online Reviews Management System to assign, edit, and publish reviews. H-Net provides training on H-Net's Standards and Guidelines for Reviewing and in the use of the Reviews Management System. Because H-Net Reviews editing offices and staff are located in the United States, Review Editors must be able to communicate and edit in English. See H-Net's [Review Guidelines](#) and [Standards](#) for more about H-Net Reviews.

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### **Procedure for applying to the council for certification**

All editor-nominees (network and review) must originate and send their own nomination materials. It is important for us to be able to verify email addresses and confirm a nominee's availability. Nominations sent by other parties will cause delays as we contact the nominee for verification.

The required materials are:

**1. A message signed by the nominee:**

- accepting the nomination;
- providing complete and current contact information (including a reliable email address);
- acknowledging the two-year term commitment and agreeing to serve in accordance with H-Net's Constitution, [bylaws](#), and [policies](#);
- briefly stating field qualifications (please do not send a full CV unless requested by the Council)

or the executive director). This can be a concise statement of pertinent publications, service, or teaching experience that demonstrates to the nonspecialist that the nominee is sufficiently acquainted with the field to be able to act as an editor;

- a brief statement of the nominee's intended editorial style and plans to advance the network, or reviews program as appropriate.
- Nominees for review editor should consider the [following qualities](#) that we deem desirable for this post, and indicate how you satisfy at least two of them.

**2. In the case of a current, operating network, a message (to the [Associate Director for Research & Publications](#) in the case of review editors, and to the [Associate Director of Networks](#) in the case of network editors) signed by one of the current network editors:**

- nominating the proposed editor;
- confirming that the nominee has been approved by the current advisory board

To proceed:

- as a network editor: Fill out the [Network Editor Application Form](#)
- as a review editor: Fill out the [Review Editor Application Form](#)

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### What happens next after nomination?

Once a nomination has been received and its information is complete, it is submitted directly to the current Chair of the H-Net Council, who in turn sends it to the committee. Certification by the committee normally occurs one week after submission by the Chair. Nominees are then notified of their appointment by an H-Net officer (usually the Associate Director), who also directs them to the H-Net training site or other resource to enable them to begin their duties. Newly-appointed editors should always confirm their appointment with the on-duty or lead editor for their network. Notifications will also be copied to the current network editorial address.

**You cannot begin editing a network until after you have been notified that the Council has certified you as an editor. If you have not received editor training to use the H-Net Commons or you are just beginning your work as an editor or book review editor, please note the contact information in the notification letter.**

### Contacts for more information:

- Network editing: contact the [Associate Director of Networks](#).
- Book review editing: contact the [Associate Director of Reviews](#).
- Contact the on-duty editor for the network you wish to be associated with, by writing to the network's editorial address. Click here for a [List of Networks](#).