Communications Editor

The primary role of the communications editor is to ensure quality publications in the *Journal of Engineering Technology*. This includes the following duties:

1. As a member of the editorial board, conduct initial reviews of submitted manuscripts.
2. Copyedit all manuscripts accepted for publication.
3. Communicate as necessary with authors, manuscript editor, and the editor-in-chief.
4. Work with copy editor as necessary.
5. Periodically update the “Style Guide for Authors” to ensure consistency with the most current version of the *Chicago Manual of Style*.
6. Participate in editorial board meetings at CIEC and ASEE annual meeting.