

Pittsburgh Undergraduate Review (PUR) Editorial Board Positions (2025-26)

Associate Editors

- Report to Editors-in-Chief
- Enforces the policies set by the Editor-in-Chief and Editorial Board
- Oversees peer review process, including assignments of peer reviewers to articles
- Resolves problems with peer reviewer assignments
- Keeps staff on schedule
- Approves articles for final copy
- Determines arrangement of articles (e.g., what goes on the “front page”)
- Fills in for Editors-in-Chief when necessary

Copy Editors

- Work with Editors-in-Chiefs and Authors to finalize articles for publication
- Ensure mistakes with spelling, grammar, syntax, and formatting meet PUR and ULS guidelines
- Ensure the publication meets all stylistic requirements

Secretary

- Communicate with FHC Director of Research and Director of Administration regarding administrative needs.
- Handles logistical/practical issues as they arise
- Tracks budgetary and administrative needs
- Involves the rest of PUR with the social media presence of the organization
- Keeps track of Editorial Board meeting minutes and journal policy changes

Web & Graphic Design Manager

- Generates and/or selects art for the cover
- Designs the cover
- Oversees the graphic design and layout of the journal through the OJS system, including management of design templates and other OJS design features.

Archivist

- Work to restore and publish previous editions of the PUR
- Ensure the preservation of future publications

