



**Thank you for volunteering to be an editor-at-large for Ant Spider Bee!**

**Our mission:** to engage academics and practitioners in exploration, discussion, and reflection about digital practices, methodologies, and applications in environmental humanities work.

**Our editorial board:** *Ant Spider Bee* is collaboratively edited by the Rachel Carson Center's director of the [Environment & Society Portal](#), Kimberly Coulter; Wilko Graf von Hardenberg of the Max Planck Institute for the History of Science in Berlin; and Finn Arne Jørgensen of Umeå University, Sweden. An affiliated project of the [Rachel Carson Center for Environment and Society at LMU Munich](#), the PressForward project is advised and supported by Robert Emmett, Martin Spenger, and Iris Trautmann.

**Editors-at-large** are volunteers responsible for reviewing Ant Spider Bee's PressForward feed at least once during a specific shift (usually one week) and nominating relevant content for publication in the "ant" (news) and "spider" (calls for proposals and applications) categories. "Relevant" content can be anything of interest to digital, environmental, and humanities topics, even if one of those aspects is not explicitly addressed in the post. Possibilities include:

- Digital humanities projects/scholarship with environmental relevance
- Environmental news with a digital component and humanities relevance
- Reports, tutorials, or resources relevant to digital environmental humanities
- Funding and opportunities
- Job announcements
- Calls for contributions to collections, blogs, conference panels, etc.

Please have a look at our past posts for examples. We estimate that the editor-at-large role requires 30-90 minutes per week.

**How to review and nominate content:**

1. Contact us at [editors@antspiderbee.net](mailto:editors@antspiderbee.net) to sign up for a shift and get a login.

2. During your assigned shift, log in here: <http://www.antspiderbee.net/wp-login.php>
3. In the ASB Dashboard, go to "PressForward" > "All Content" to view feeds.
4. To nominate a relevant item, push the "play" button.
5. After reviewing the feed, go to "PressForward" > "Nominated content." Press the "fast forward" button to move the best nominated posts into a draft post (aiming for > 2/week).
6. At the top of the draft post, write a leader statement introducing the post and its source. Please be sure that a) the original post's author is credited, b) that a link to the original post is provided, and c) that no more than 3 paragraphs from the original are reproduced (exception: CFPs may be recirculated in full). If you wish to reproduce an image, please include the caption and source and we will review its copyright status.  
Here are some examples:  
<http://www.antspiderbee.net/2015/08/14/google-street-view-cars-are-mapping-city-air-pollution/>  
<http://www.antspiderbee.net/2015/08/01/biodiversity-heritage-library-taming-the-wild-social-media-animals-facebook-twitter-blogger-oh-my/>  
<http://www.antspiderbee.net/2015/04/24/cfp-2015-dlf-digital-library-federation-for-um-proposals/>
7. In the draft post, check the category for either "ant" (news) or "spider" (CFPs and conferences) and set the "featured media image" by choosing either the ant or the spider image from the media library.
8. If you wish, add thematic tags relevant to the item.
9. Save the item as "pending review" (please do not publish yet). The editorial board member on duty that week will review and publish your items.

*Thank you for contributing to Ant Spider Bee as an editor-at-large!*