

THE CATHOLIC UNIVERSITY OF AMERICA

Staff Editor (part time, 20 hours/week)

CUA Press

Position 101787

Position Summary: The purpose of this position is to provide editorial assistance to the editor of the Catholic Historical Review, principally by copyediting and/or proofreading articles, reviews, and other matter selected for publication as well as receiving book reviews forwarded by the associate editor, and doing the final copy-editing; selecting the reviews for each issue and arranging them in order, and also by undertaking other related tasks as assigned.

Essential Responsibilities Include: Downloading book reviews from e-mails, formatting them, pulling the tracking cards (author and transmittal) and marking them, acknowledging receipt of the reviews, doing the initial copy editing of them, saving them to the hard drive and making a paper copy to be reviewed and edited by the editor and/or associate editor, incorporating any corrections they make into the electronic version on the hard drive, preparing the reviews for being sent electronically to the typesetter. Copyediting articles that have been accepted for publication and preparing them to be sent to the typesetter. Copyediting materials for the Notes and Comments, Periodical Literature, and Other Books Received sections of the issue. Proofreading the proofs returned by the typesetter. Any other related tasks assigned by the editor and/or associate editor.

Minimum Qualifications: Bachelor's Degree with prior copy editing experience and full working knowledge of the current edition of the Chicago Manual of Style is required.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu. Reference position 101787 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission.** Applications close on 1/31/2017

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