

## **Job Summary**

The BYU Faculty Publishing Service (FPS) supports faculty and staff in all aspects of the publication process. As an intern on the team, you'll assist editors with various tasks involved in the editing process and gain hands-on experience in academic publishing.

Interns can expect to work on a range of academic manuscripts, varying in both subject matter and length. You will have the opportunity to gain regular feedback from professional editors and improve your editing skills through regular team meetings and collaborative trainings.

## **Key Responsibilities**

As an intern, your duties will include the following:

- Copyediting academic content from BYU professors
- Substantive editing and giving feedback on manuscripts
- Fact-checking content
- Formatting manuscripts according to a style guide (Chicago, APA, journal-specific, etc.)
- Indexing items from a book
- Obtaining image permissions prior to publication
- Typesetting journals or books
- Proofreading manuscripts prior to print
- Participating in regular meetings and trainings with editors
- Working with professors as needed to collaborate on projects

## **Required Skills and Experience**

- Completion of ELING 350 (or a similar course) with a strong final grade
- Substantial practice with both copy editing and substantive editing
- Familiarity with Microsoft Word (especially with using Track Changes)
- Working knowledge of Adobe InDesign and Adobe Acrobat
- Attention to detail and a passion for academic publishing
- Familiarity with Chicago and APA styles
- Ability to manage multiple tasks and meet deadlines
- Pursual of a degree in Editing and Publishing (or related field)

## **Additional Information**

This internship offers a fantastic opportunity to build your portfolio and gain real-world experience in academic publishing. Along with submitting a résumé and cover letter, as part of this application you will be expected to complete an editing test, a skills evaluation, and an interview with the managing editor. Please contact the managing editor of FPS, Savannah Lunt, at [savannah.lunt@byu.edu](mailto:savannah.lunt@byu.edu) for any questions about the position.