

The *Royal Studies Journal* is looking for a Chief Copyeditor to join the production team.

Position Description

Chief Copyeditor

The **Chief Copyeditor** oversees the copyediting stage of production, and confirms that all pieces conform to the journal's style. The Chief Copyeditor checks consistency across all journal content, ensuring the high quality of published content. Experience in copyediting would be desirable for this position.

As the *Royal Studies Journal* publishes twice yearly in June and December, there is a fairly constant stream of material through copyediting. However, there are normally surges of activity in the early stages in the production cycle when copyediting is the primary focus and quieter periods when the focus of production moves to layout and proofreading. Thus, the time commitment will vary over the course of the cycle and year.

Key Tasks:

- Check that each article is copyedit ready, and that the author's name and affiliation is added to the file, alongside the abstract and keywords, prior to the Initial Copyedit;
- Assign pieces to a copyeditor, taking into consideration their interests (where possible) and availability;
- Ensure that each article has a full bibliography that conforms to the journal's style;
- Check that completed pieces are of sufficient quality to be laid out;
- Assign pieces ready for layout to the layout editor;
- Approve proofreading corrections to ensure that they conform to the journal's style;
- Maintain a list of the copyeditors and their interests and availabilities, alerting the Editor-in-Chief of updates to the staff as necessary;
- Be a point of contact for queries about style, and where necessary make decisions about previously unencountered style queries;
- Train new copyeditors;
- Update the journal's style guide as necessary.

Key Qualities:

- Excellent communication skills
- Leadership and team management skills
- Experience in copyediting
- A knowledge of the OJS (online publishing) system desirable but not required, training will be provided if necessary

All queries about the position and formal expressions of interest should be directed the Editor-in-Chief, Ellie Woodacre (editor.rsj@winchester.ac.uk). Expressions of interest should include a CV outlining any relevant experience—the **deadline for applying for the position is 31 May 2021**. The successful candidate will shadow the current postholder throughout the production cycle for the December issue, ready to take over fully at the end of this year.