From: University of Iowa Press, Susan Hill Newton, managing editor
Re: Accepting applications for English honors editorial internship, 2017/2018 academic year
Date: February 20, 2017

INTERN DESCRIPTION
The editorial intern will assist the University of Iowa Press in all aspects of editorial work, from manuscript assessment to copyediting, from proofreading to indexing. As time and opportunity permit, other aspects of university press publishing, such as marketing, will be introduced. Upon the successful completion of the program, the intern may expect to receive a letter of recommendation from the U of I Press managing editor.

Typical duties include:
—Reading and evaluating submitted manuscripts
—Applying to the Library of Congress for cataloging-in-publication information
—Maintaining press databases
—Creating and editing book indexes
—Collating author/editor corrections
—Checking manuscript corrections
—Creating book cover copy
—Researching sales possibilities in certain subjects
—Proofreading ads, flyers, book catalogs, etc.

QUALIFICATIONS
—Current enrollment or acceptance in the English honors program at the University of Iowa
—Excellent written language skills and analytic abilities
—Excellent copyediting and proofreading skills (you will be required to take a test)
—Excellent organizational/project management skills

The press expects an intern to work ten to fifteen hours per week, and reports directly to the managing editor. At the beginning of the internship semester, the student may register for 0 hours credit through the Career Center so that the internship can be an official part of the student’s transcript (please consult with the Career Center for specific details). The internship is for both semesters of the academic year, and it is an unpaid position.

APPLICATION PROCESS
Please submit your cover letter and resume to Susan Hill Newton, managing editor, at susan-hillnewton@uiowa.edu. The deadline for accepting applications is April 28, 2017.