



POSITION DESCRIPTION

Position title	Copy Editor	
General description	Responsible for assessing and editing of accepted manuscripts and checking various stages of proofs for publication in monthly journals, to rigorously improve the accuracy, readability, compliance with policies, and general completeness of all Society's peer-reviewed scientific articles prior to publication, in both print and online.	
Reports to (title)	Senior Journal Supervisor	
Department	Editorial/Publications	
Completed by	Hay Group	Date: February, 2018
Approved by		Date:

MAJOR DUTIES AND RESPONSIBILITIES

Rank	Duty/Responsibility	Percentage of time
1	Prepares manuscripts for publication. Performs XML tagging of manuscripts for self, prior to copyediting, and for freelancers. Copyedits manuscripts (all elements, including text, tables, equations, figure text) for grammar, punctuation, spelling, syntax, clarity, and metadata coding as well as conformity to APS style and format guidelines. Corresponds with authors and/or scientific Editors, as well as APS employees in other departments, for any necessary but omitted materials and to resolve ambiguities, according to deadlines and schedules.	40%
2	Reviews various stages of proofs of articles, ensuring that author changes/corrections are appropriate and consistent with style and are accurately reflected in corrected proof. Determines whether additional proof stages are needed, negotiates compromises with demanding authors, and tentatively approves articles for final publication.	30%
3	Ensures that all jobs entered into production contain all elements, to specification, that are required for copyediting. Ensures that all materials required for delivery to vendors are complete and supplied according to specifications. Checks composition of issues to ensure that all elements are present. Provides feedback to journal supervisor regarding quality of work by composition vendors and editorial contractors.	10%
4	Processes and records correspondence regarding each article. Records production events in production tracking system	10%
5	Archives relevant production materials after final publication of articles. Provides periodic reports as needed, to Supervisors and Editors	5%
6	Participates in continuing education seminars and meetings as assigned.	5%

Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.



Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of APS Style	B
		Prof/technical		Knowledge of English grammar and punctuation	C
		College courses		Knowledge of life sciences	B
	X	Bachelor's degree	English/science or Journalism	Organizational skills	C
		Master's degree		Computer skills (not limited to word processing)	B
X	Other	2+ years relevant experience			

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	When a manuscript is completely edited and ready to be sent to printer When revised pages are ready to be sent to printer Judgment of necessary color in images and/or whether permissions are required for publishing images.
		Give two or three examples of decisions you refer to a higher authority.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Style guidelines APS eXtyles coding guidelines APS publications policy
		Indicate the work that requires you to apply the greatest amount of judgment.

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Ensuring that all the APS style and policy and scientific elements are dealt with correctly when editing an article. Completing copyediting and proofreading tasks within schedule and within budget while ensuring high quality of work
		Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.



APS Internal and External Relationships	Position	Department/Organization	Purpose
	Sr. Journal Supervisor	APS Publications	Questions on style, supervision, schedules
	Editorial Manager	APS Publications	Report on journal status, discuss problems related to journal production; major style and author issues
	Copy Editor	APS Publications	Collaborate on problems with articles
	Art Department	APS Publications	Requesting art changes
	Authors	APS and non-APS	Request information/clarification; answer questions
	Communication Department	APS Communications	Recommend interesting, media-worthy articles for press release
	Editor-in-Chief and Associate Editors	APS	Communicate to obtain approval, solve problems, provide reports, as needed and as assigned.
Freelancer Contractors (Copy Editors) and Part-time Copy Editors (APS Editorial Homeworkers)	APS Publications	Assist in training and style/policy changes/clarifications as appropriate, provide feedback and answer questions regarding style	

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.