Job description of Copyeditor, Publishing Services

Position Title:
Copyeditor

Department:
Editorial Services

Reports To:
Copyediting Supervisor

REPORTING DETAILS:

You will report to the Copyediting Supervisor based in Dehradun, and to Manager – Editorial Services based in Dehradun.

SCOPE OF WORK:

1. Understand SAGE's expectation on copyediting and demonstrate it in own editing.
2. Copyedit books/journals as per SAGE's copyediting guidelines while maintaining quality standards.
3. Troubleshoot and display ability to deal with fast tracks/difficult manuscripts

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Update/maintain your daily productivity report. Email it to your supervisor every morning by 10am latest.
2. Work will assigned to you on a daily basis, irrespective of your capacity. TAT's should be agreed upon with your Supervisor/Manager so that realistic timelines can be provided with the stakeholders in time. Ensure escalating any delays affecting the TAT of the project to your Supervisor/Manager immediately.
3. Manage own schedules with no follow-up or supervision from your Supervisor/Manager.
4. Achieve minimum productivity:
    a. Books: 60 pages per day/300 pages per week
    b. Journals: 70 pages per day/350 pages per week
5. Achieve/exceed quality benchmarks as per SAGE quality standards.
6. Your tasks include:
    a. Editing every project as per the SAGE copyediting guidelines and defined quality standards guidelines.
    b. Peer QC
    c. Pre-edit
    d. Complete project as per the TAT while maintaining daily productivity.
    e. Create Author Query document for every project.
    f. Create Spellings Guide for every project.
    g. Escalate any issues related to project/resolve any project related query in a timely manner so that it doesn't affect your project TAT or daily productivity.

File management:

7. Follow SAGE guidelines on storing official data and maintain confidentiality of information handled.

Communication:

1. Communicate in a professional and personable manner with SAGE's internal and external clients on any issues. Maintain utmost transparency about your work and any related issues at all times.
2. Respond to any email inquiries within 24 hours of receipt, and respond in a clear, articulate, and organized manner.