RCNi

ROLE DESCRIPTION

Job Title: Copy editor

Department: Production

Responsible to: Senior sub-editor

Hours: 35

Grade: G

London weighting: Outer

Location: The Heights, Harrow

Overall aims:

1. Copy edit RCNi clinical content in Word to a high standard, as directed by the senior sub-editor and editorial production manager.

2. Prepare RCNi journal clinical content for the external XML and typesetting process, ensuring the content elements are fit for purpose.

3. Enter amendments and move page elements using the system in place with the off-shore partner or Indesign.

4. Participate actively in improving the efficiency of work on the desk, including undertaking editorial production administration tasks as directed by the editorial production manager.

5. Liaise with authors, editors, section editors and the art and picture desk to resolve queries and keep the workflow on track.

Specific aims:

1. **Copy edit RCNi clinical content in Word to a high standard, as directed by the senior sub-editor and editorial production manager.**

   - Work within pre-prepared Word templates, ensuring the template is being used correctly.
   - Rewrite copy where necessary to improve clarity, adherence to house style, consistency, conciseness and readability.
   - Ensure correct spelling, punctuation and grammar is used.

- Ensure journalistic and legal integrity of copy.
- Write headlines, standfirsts, captions and crossheads within prescribed lengths that 'sell' the story to the reader.
- Work within deadlines set by the editorial production manager.

2. **Prepare RCNi journal clinical content for the external XML and typesetting process, ensuring the content elements are fit for purpose**

- To keep up to date with technology and current workflow practices.
- Check approximate word lengths have been adhered to by editors or section editors, and return copy if they have not.
- Ensure copy is formatted correctly for the XML process.
- Generate keywords that will assist in disseminating the content widely.
- Check all the elements necessary for the article are present and labelled correctly.
- Check the elements will work coherently and provide the typesetter with clear guidelines (in collaboration with section editors and the design and picture desk) on how to deal with the content and images supplied.

3. **Enter amendments and move page elements using the system in place with the off-shore partner or Indesign**

- Input section editor and editor amendments
- Fit content and adjust layouts on the tool provided by typesetter, as directed by the clinical editor.

6. **Participate actively in improving the quality and efficiency of work on the subs desk**, including undertaking editorial production administration tasks.

- Undertake editorial production administration tasks such as tracking, logging and receiving SPS files, making and uploading PDFs, coordinating author proofs and supporting the print production team, as directed by the editorial production manager.
- Engage constructively in a regular feedback process with the senior sub editor and clinical editor in identifying areas of your work that need improvement and make ongoing efforts to address these areas.
- Identify problem areas in the production workflow process and take a proactive approach to generating solutions.
- Contribute positively to the aim of improving production workflow efficiency and flexibility.
- Liaise with production administrator effectively to communicate workflow matters regarding external typesetter and authors.

4. **Liaise with authors, editors, section editors and the art and picture desk to resolve queries and keep the workflow on track**

- Discuss corrections with authors that take account of their expertise but remain within the style and ethos of RCNi.
- Liaise with section editors and editors about any problems identified in the copy or packages supplied and work proactively to resolve the problems.
- Keep up to date with flat plan changes.

5. Other

- Any other duties commensurate with the role as directed by the senior sub-editor or editorial production manager
- RCNi strives to provide equality of opportunity and the post holder should be sensitive of this organisational objective at all times when carrying out their duties.

(Revised June 2015)