

PUBLICATIONS EDITOR TITLE DEFINITION

I. DEFINITIONS

PUBLICATIONS EDITOR

Positions allocated to this level review and edit manuscripts and publications for correct format, grammar, punctuation, meaning, content, clarity, consistency, and continuity; edit manuscripts and articles for a limited number of publications which have limited audiences; write and edit articles; work directly with authors in editing manuscripts; read manuscripts edited by other editors; mark manuscripts for type font, spacing, insertions and other information; order necessary artwork and give final approval before production; proofread galleys and page proofs and make necessary changes; and maintain records and prepare reports. Positions function as an Editor or Assistant Editor for a School or Division within a University of Wisconsin (UW) campus.

Positions edit, for form and content, a wide variety of articles written by authorities in a specialized field for inclusion in professional periodicals; edit and evaluate manuscripts of a scholarly, scientific or technical nature for publication as books, monographs, and other publications; design and layout books, magazines and other publications; write scholarly, scientific or technical articles for inclusion in professional journals and magazines; recruit manuscripts by correspondence and through personal contacts with scholars; design or oversee the design of books including format, stock, typography, layout, illustrations, artwork and jacket design; and coordinate the work of graphic artists, photographers, typesetters and proofreaders. Positions function as the Editor or Associate Editor of a number of periodicals or other publications and/or a section of a department's publishing activities. Work is performed under general supervision.

Represented Position:

UW Milwaukee School of Education, Assistant Editor, *Educational Administration Quarterly Journal* - Works directly with authors in editing manuscripts for the *Educational Administration Quarterly Journal*; designs and implements administrative procedures for processing academic manuscripts, including file management, tracking systems, public inquiries, and all correspondence; and proofreads galley and page proofs and makes necessary corrections.

PUBLICATIONS EDITOR 3

Positions allocated to this level perform all of the duties identified at the lower Publication Editor level and in addition are responsible for the editing, layout and production of the publications of a department or a major specialized unit within a department. Positions at this level work with authors in determining the best method of writing particular articles including grammar, style, tone and the general layout of the article; act as the department's consultant on printing processes and production matters; coordinate the production of publications; and prepare or assist in the preparation of the publications' budgets. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

1. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Communications Specialist.
2. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Marketing Specialist.
3. Positions which perform, for a majority of the time, duties and responsibilities which are more appropriately classified as Publications Supervisor.