



Copyeditor – Freelance

Cognella Academic Publishing Imprint

The Cognella Academic Publishing imprint of Cognella, Inc. is immediately seeking copyeditors to join our freelance copyediting team.

We receive manuscripts and shorter assignments for academic textbooks throughout the calendar year with high-volume peaks September–December and March–July. Most assignments will require a light copyedit in Chicago Manual of Style (though occasionally we may request APA or MLA), and we require that you use Microsoft Word's "Track Changes" feature while making your edits. The turnaround time for our assignments varies from a couple of days for smaller jobs (under 40 pages) to 1–2 weeks for full-length manuscripts, and during our busier seasons we may ask you to be particularly deadline-aware.

Responsibilities

Though no two books are exactly the same, you will be expected to fulfill many of the same responsibilities for every manuscript.

I. Mechanical Editing – Conforming to House Style

- Correcting faulty spelling, grammar, and punctuation
- Treating numbers and numerals consistently
- Standardizing treatment of quotations, abbreviations, and acronyms
- Treating special elements (headings, lists, tables, and charts) consistently
- Ensuring consistency in spelling, hyphenation, numerals, fonts, and capitalization
- Checking for proper sequencing (such as alphabetical order) in lists and other displayed material
- Correcting all bibliographical entries so that elements appear consistently throughout each chapter
- Checking specific cross-references (for example, "As Table 14-6 shows...") and noting first references to figures, tables, and other display elements

II. Language Editing – Grammar, Usage, and Diction

- Imposing consistent style and tone for multi-author manuscripts
- Correcting incorrect usage (such as *can* for *may*)
- Adjusting passive/active voice
- Flagging ambiguous or incorrect statements
- Improving readability and syntax by smoothing transitions and flagging inappropriate word choices





Qualifications

- Professional demeanor paired with strong interpersonal and communication skills (written and verbal)
- Proven excellence at copyediting and proofing with impeccable attention to detail
- Fast and efficient with proven project/time management skills; committed to meeting deadlines
- Thorough understanding of English grammar and Chicago Manual of Style
- Strong analytical skills
- Motivation to work independently
- Flexible work schedule

Minimum Experience

- Bachelor's degree or additional years of relevant experience
- 2+ years' experience as a copyeditor or professional writer

To Apply

For consideration, please e-mail a cover letter, résumé, and recent compensation history to Christian Berk (cberk@cognella.com) with the subject heading: Copyediting Application. All submissions will be held in confidence. All candidates will be asked to take a qualifying test.

About Us

Cognella is a leading provider of personalized higher-education publishing solutions, operating Web properties and services under two brands: Cognella Academic Publishing (www.cognella.com) and University Readers (www.universityreaders.com). We enable professors to control their choice of content, allowing them to design and tailor course materials to specific courses and learning objectives. Our unique approach has enabled us to become a trusted source for more than 4,000 instructors and 125,000 students annually at over 600 colleges and universities nationwide.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer.

Recruiters do not contact this job post.

