

## Freelance Proofreader

Cognella, Inc. is recruiting enthusiastic, hard-working, and dedicated freelance proofreaders to work from home. In this role, you will make sure that our textbooks are consistently formatted and error-free.

Candidates with publishing experience, exemplary proofreading skills, and attention to detail are strongly encouraged to apply.

### Job Description

- Receive book interior files (Adobe PDF files) and original source material in PDF or Word format.
- Read/scan all book text for accuracy and consistency; this includes checking for misspelled words, incorrect characters, missing words/pages, and other inconsistencies or typos.
- Compare book interior layout against source files for accuracy as needed.
- Ensure all house style preferences are correctly applied throughout the text, working through supplied Layout Checklist.
- No line-editing or copyediting is involved.
- Typical assignment turn-around is 5–7 days, dependent upon book length. Due dates are given at the time of project assignment.

### Candidate Requirements

- Adobe Reader or Acrobat is required for this work. You may need to update to the most recent version.
- Familiarity with book formatting and design conventions is essential.
- A reliable Internet connection and e-mail access for communication and file transfers.
- Ability to proofread with accuracy and an eye for detail.
- Ability to meet deadlines and communicate in a timely manner.
- Must be regularly available for assignments May through December.
- Must be comfortable working objectively with a wide range of academic topics, including some sensitive or potentially offensive content.

## To Apply

For consideration, please e-mail a cover letter and résumé to Christian Berk ([cberk@cognella.com](mailto:cberk@cognella.com)) with the subject heading: Proofreading Application. All submissions will be held in confidence. All candidates will be asked to take a qualifying test. Freelance proofreaders are paid a flat fee based on project page count and layout complexity.

Cognella, Inc. is an Equal Opportunity Employer (<http://www.cognella.com/>).