



Manuscript Formatting – Freelance

Cognella Academic Publishing Imprint

The Cognella Academic Publishing imprint of Cognella, Inc. is immediately seeking experienced manuscript formatters to join our freelance team.

We receive full manuscripts and shorter assignments for academic textbooks throughout the calendar year with high-volume peaks September–December and March–July. Assignments will require formatting, organization, general clean-up, and application of Microsoft Word styles. Additional formatting requests may be made on a per-project basis.

Responsibilities

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

Formatting – General clean-up and applying styles

- Apply consistent text formatting wherever it is needed: this includes inserting glyphs, italicizing and bolding text, and applying the appropriate character and paragraph styles
- Create and apply styles for *all* local formatting in manuscript
- Standardize formatting treatment for reoccurring elements, including quotations, bulleted lists, and emphasis
- Treat special elements (headings, lists, tables, and charts) consistently
- Tag special elements, such as figures and sidebars, with insertion place markers
- Check for proper sequencing (such as alphabetical or numerical order) in lists and other displayed material
- Check specific cross-references (for example, "As Table 14-6 shows...") and note first references to figures, tables, and other display elements

Qualifications

- Must have Microsoft Word 2013 or later
- Professional demeanor paired with strong interpersonal and communication skills (written and verbal)
- Proven excellence at Microsoft Word with impeccable attention to detail
- Fast and efficient, with proven project/time management skills; committed to meeting deadlines
- Thorough understanding of English grammar
- Strong analytical skills
- Motivation to work independently





- Flexible work schedule

Minimum Experience

- Bachelor's degree or relevant experience
- 2+ years' proficiency in Microsoft Word

To Apply

For consideration, please e-mail a cover letter, résumé, and recent compensation history to Sean Adams (sadams@cognella.com) with the subject heading: **Manuscript Formatting Application**. All submissions will be held in confidence. All candidates will be asked to take a brief qualifying assessment.

About Us

Cognella is a leading provider of personalized higher-education publishing solutions, operating Web properties and services under two brands: Cognella Academic Publishing and Cognella Custom Publishing (www.cognella.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.

