

Copy Editor

Pay (Salary): \$140 biweekly (7 hours a week/14 hours a period)

Description:

The copy editors serve an important role in the editing process. Copy Editors are responsible for editing all articles and photo captions to ensure they meet AP Style guidelines as well as Echo standards. Important things to look for are common AP Style mistakes, grammar, spelling, and overall style of the article.

Expected workload is 7 hours a week, spread out over three to four days. Articles are due from the copy editor by 5 p.m each day, Sundays by noon.

Main responsibilities include:

- Edit articles for spelling, AP style mistakes, grammar, style, etc.
- Edit photo captions and titles
- Ensure content fits The Echo's editorial style
- Offer suggestions to writers and editors on how to improve writing
- Attend a weekly e-board meeting
- Attend print design meetings on Sunday night's every other week.

You are expected to:

- Be familiar with AP style and common mistakes
- Be skilled with both macro and micro editing
- Submit edited articles in a timely manner

If you do not adhere to these guidelines each week and things asked of you by EIC and the Echo advisor, you will not receive the full 7 hours and will be given disciplinary warnings (details listed in the handbook).