

## Copy Editor

### 1. Position Summary

Copy Editors play a key role in the *Statelessness & Citizenship Review's* editing process and are crucial to the *Review's* success as a professional academic journal. They work closely with the Production Editors to ensure that articles, case notes, commentaries and book reviews received by the *Review* are changed as necessary to be appropriate for publication. Copy Editors are primarily responsible for ensuring compliance with the *Oxford University Standard for the Citation of Legal Authorities* ('*OSCOLA*') and the *Review's* House Style. Included in this broad editorial responsibility is editing for style, grammar and clarity.

### 2. Key Responsibilities

- Proofreading the article at various stages of the editorial process.
- Ensuring citations conform to the *OSCOLA* and the *Review's* House Style.
- Verifying sources and effectively communicating where a different source is needed.
- Proofreading (and source-checking) other articles during the proofreading period.
- Supporting other Copy Editors by responding to queries.

### 3. Desirable Characteristics in a Copy Editor

- Strong time management and communication skills (**essential**).
- High attention to detail.
- Proficiency in Microsoft Word.
- Editing experience desirable but not necessary.
- Genuine interest in the subject matter of the *Review*.

### 4. Commencement Date and Time Commitment

Copy Editors are expected to be able to commit to a minimum of one piece – book review, commentary, case note or article – per semester.

The exact time commitment can vary but Copy Editors should expect to work within deadlines of two to three weeks in most cases. You will **not** be expected work on pieces during the exam period. Depending on previous editing experience and other commitments during semester, many pieces can be completed over two or three weekends.

The commencement date for this position is March 2024. However, actual work as a Copy Editor will commence after individual articles are peer-reviewed and approved for publication in the latest issue by the Editorial Team. This means that there is a degree of flexibility in the allocation of work to Copy Editors, but deadlines must be adhered to so that the timeline for the publication of the current issue is not disrupted.