



## CILIP Information Literacy Group

### Job description

**Post title:** *Journal of Information Literacy* - Copy editor

#### Main role

To copy-edit articles submitted and accepted for the [Journal of Information Literacy](#) (JIL).

JIL is an international, peer-reviewed, open access academic journal that aims to investigate information literacy (IL) within a wide range of settings. JIL is the journal of the [CILIP Information Literacy group](#).

Most copy-editing work takes place during the month before the publication of the Summer and Winter issues, i.e. in May/June and November/December respectively.

#### Key responsibilities

- 1) Copy-editing articles for clarity and consistency and communicating with authors to resolve queries.
- 2) Formatting each article to conform to the editorial style of the journal.
- 3) Formatting each article to conform to the layout of the journal.
- 4) Liaising with the authors for approval of the final version of the articles before publication.
- 5) Converting the articles from Word into PDF format.
- 6) Creating and arranging the articles for the different sections of JIL ready for publication.
- 7) Liaising with the Managing Editor and the Editor-in-Chief during the copyediting stage.
- 8) Using the JIL online system at each stage of the copy editing process.
- 9) Attending meetings of the Operational Team and the Editorial Board, and contributing to the overall planning of JIL.

#### Knowledge and experience

The role holder will have an interest in information literacy. In addition it would be desirable for the post holder to have experience of copy-editing and using an open access journal management system, although this is not essential. Training will be provided.

#### Time commitment

This is an unpaid role, with a time commitment of approximately 20 hours per issue most of which will be in the month before publication in June and early December. In addition you will need to commit some time to training, prior to working on the December issue, which will be delivered by email/skype. You will be expected to attend and participate in the Editorial Board meetings, which occur twice a year, usually in London (January and June). Reasonable UK travel expenses will be paid.



## CILIP Information Literacy Group

### Person Specification (qualifications, skills, knowledge and experience) for the post of: JIL – Copy Editor

<b>Job related knowledge, aptitude and skills</b>	<b>Requirements</b>	<b>Essential or desirable</b>
<b>Experience</b>	Experience of working in a library or related service area.	Desirable
<b>Knowledge</b>	Be able to demonstrate an awareness of / interest in current information literacy issues	Essential
<b>Skills</b>	A high standard of English Language	Essential
<b>Skills</b>	Proficient in use of the IT	Essential
<b>Skills</b>	Ability to convert Word files to PDF	Desirable
<b>Skills</b>	Experience of copy editing	Desirable
<b>Skills</b>	Experience of using open journal software	Desirable