

COPY EDITOR / PROOFREADER

Copy editors are entrusted with making sure no errors get into the paper. They make sure stories are worth the space given to them and that stories not worth the space are not printed. They make sure that a story is loaded with information and is structured, written and presented in a way that is easy for the reader to follow.

Copy editors' duties include:

- Editing stories, including ...
 1. ensuring accuracy;
 2. correcting spelling and grammatical errors;
 3. eliminating wordiness;
 4. protecting and polishing the language;
 5. correcting inconsistencies;
 6. making the story conform to AP and Shorthorn style;
 7. eliminating libelous statements;
 8. eliminating passages in poor taste;
 9. ensuring the story is readable (word flow, sentence structure, word usage)
 10. making certain the story is complete, leaving no unanswered questions,
 11. ensuring fairness.
- Editing captions.
- Editing graphics.
- Writing headlines for stories and captions for photographs.
- Proofreading and correcting finished pages.
- Editing wire copy to be sure that it conforms to Shorthorn style and other standards already listed for local stories.
- Performing other tasks as assigned or needed for production of The Shorthorn.

Copy editors should not ...

- Make major content changes in stories without consulting with the editor of the section in which the story is to appear. Questions of content should be referred to the editor who edited the story.
- Rewrite stories in the style in which he or she, as a reporter, would have written the story. The copy editor's duties are to fine-tune, not completely overhaul, a story written by someone else.

Additional Qualifications

- Working knowledge of journalistic writing, editing, graphics and photography.
- Strong spelling, grammar and word-usage skills;
- Strong attention to detail;
- Strong understanding of journalistic writing styles and requirements;
- Knowledge and/or experience in production preferred.
- Attend staff meetings, training sessions and other meetings as needed.
- Maintain professional conduct in The Shorthorn office.
- Adhere to all Shorthorn, Student Publications and UTA processes, procedures, rules and requirements. Must be currently enrolled at UTA.

Compensation base rate

\$20-30 per issue for one copyediting/proofreading shift. Compensation may be reduced for major errors, missed deadlines or other problems.