



# PhD Concentration in Editing and Publishing

Are you interested in conducting research and gaining real-world experience in book editing and publishing? The PhD Concentration in Editing and Publishing could be right for you.

## What is it?

The Concentration in Editing and Publishing provides an internship at University of Alberta Press for two years while you do your PhD in English. You hold a graduate teaching or research assistantship in EFS in your fourth year. The Concentration also encourages you to design a thesis project on any aspect of book studies, broadly conceived. When you graduate, you will have experience in editing, marketing, and the business of book publishing in addition to the other skills and knowledge you acquire during your degree.

## What is the internship?

UAlberta Press is a contemporary, award-winning publisher of scholarly and creative books distinguished by their editorial care, exceptional design, and global reach. During your internship with the Press, you will learn how scholarly and trade books are published. Through professional development, self-directed tasks, and close collaboration with Press staff, interns acquire familiarity with important aspects of book publishing while developing professional reading, editing, and communication skills.

## What will I learn about during the internship?

- Acquisitions (how editors find and acquire manuscripts).
- Peer review (how scholarly books are developed and vetted).
- Different types of editing (developmental editing, copy editing, editing notes and bibliographies, and fact checking).
- Marketing (promoting books to diverse audiences using a variety of tools and channels).
- The business of publishing (including metadata, inventory, distribution, royalties, and grant writing).

## What kind of work will I do during the internship?

- Assisting day-to-day editorial tasks like proofing catalogue and promotional materials, fact checking manuscripts, and formatting documents to conform to the Press's house style.
- Assisting acquisitions editors by reading book proposals from authors who want to publish with us and researching potential peer reviewers for manuscripts under consideration.
- Generating social media content that appeals to broad and diverse audiences.
- Creating content for and maintaining the databases that drive the Press's online presence, retain marketing and production information, and support its distribution efforts.

Interns are expected to commit 12 hours per week during the academic year, the majority of which should be during normal business hours on a regular schedule. Some flexibility around time and location of work can be considered.

### **What kind of projects have previous interns worked on?**

- Researched best practices for alt-text and developed guidelines, templates, and processes for Press authors and staff.
- Completed professional development courses in accessibility in publishing, book budgeting, and social media marketing.
- Helped prepare for and attend online sales conference presentations to promote new books.
- Reviewed manuscripts prior to production to vet permissions, images, document formatting and make recommendations to Press staff.
- Reviewed submissions to the poetry window; help track submission data and participate in group discussions in view of developing a long list of manuscripts.
- Attended local events like conferences and book launches with Press staff and authors.

### **What kind of publishing experience do I need to have to qualify for this concentration?**

No prior experience in publishing is required for this internship. Interns should bring wide-ranging scholarly and professional interests, some interest in and familiarity with a variety of genres, and keen attention to detail.

### **How do I apply?**

When you apply to the PhD program in English at the University of Alberta, indicate your interest in the Editing/Publishing track in your Statement of Program. Preference is given to applicants whose proposed area of research involves Book Studies in some form. The Graduate Committee decides who will join the Concentration during its evaluation of applications to the PhD. If you receive an offer of admission and are admitted to the track, the Graduate Director will let you know both decisions at the same time. Normally one intern position is available in any given year.

### **What if I am not selected for the Concentration in Editing and Publishing?**

If you are not selected for the Concentration but you have received an offer of admission, you can still join the general PhD program in English.

### **Will I be able to teach even if I am admitted to the Concentration?**

You will hold a graduate teaching or research assistantship in your fourth year as part of your funding package, giving you the opportunity to choose to teach if that is your preference.

*If you want to know more about the Concentration in Editing and Publishing in the PhD program in English at the University of Alberta, please contact the Graduate Advisor, at [humgrad3@ualberta.ca](mailto:humgrad3@ualberta.ca), or the Graduate Director, at [efsgrad@ualberta.ca](mailto:efsgrad@ualberta.ca).*