REQUIREMENT: EMPANELLED COPYEDITORS

About Esya: Esya Centre's mission is to generate cutting-edge, empirical research and inform thought leadership to catalyse new policy constructs for the future. It simultaneously aims to build institutional capacities to generate ideas that enjoin the triad of people, innovation and value, consequently helping reimagine the public policy discourse in India.

Role Description:
We are seeking skilled and detail-oriented Empanelled Copyeditors with familiarity in the field of Technology Law and Policy. As an Empanelled Copyeditor you will play a vital role in refining and enhancing scholarly materials related to technology law, regulations, policy frameworks, and their societal implications published by the Centre. This is a non-staff position, and the workload will be shared amongst other Empanelled Copyeditors, varying on the basis of document/ project requirements for which compensation at predetermined rates shall be provided, e.g. per word. The successful candidates will work remotely and should be available for timely communication and collaboration online.

Responsibilities:
• Edit academic papers, research articles, policy briefs, and other scholarly materials for grammar, punctuation, spelling, and syntax errors.
• Ensure adherence to appropriate citation styles and correct any formatting inconsistencies.
• Verify the accuracy of references, footnotes, citations, and bibliographies.
• Review and refine the clarity, coherence, and flow of academic content, ensuring logical organization and smooth transitions.
• Cross-check tables, figures, and other visual elements for accuracy and consistency with the accompanying text.
• Identify and correct inconsistencies in terminology, language usage, and writing style.
• Suggest revisions to improve the overall structure, readability, and impact of academic materials.
• Collaborate with authors and researchers to address specific concerns or requirements.
• Maintain a high level of professionalism, adhering to deadlines and ensuring confidentiality of the academic materials.

Requirements:
• Proven experience as an academic copyeditor, demonstrating proficiency in editing academic papers and scholarly materials.
• Excellent command of English grammar, punctuation, and style.
• Familiarity with various citation styles (APA, MLA, Chicago) and their guidelines.
• Strong attention to detail and the ability to identify errors, inconsistencies, and ambiguities.
• Proficiency in using Microsoft Word's Track Changes.
• Ability to work independently and meet deadlines in a timely manner.
• Effective communication skills to collaborate with authors and researchers, providing clear feedback and guidance.
• A background in academia or a solid understanding of academic writing conventions.
• Familiarity with subject-specific terminology and knowledge in the field of technology law and policy.

Application Details:

Applicants are requested to provide a one-page resume and samples or a portfolio showcasing their previous work as a copyeditor. All interested candidates must share their applications via email at contact@esyacentre.org, with a CC to meghna@esyacentre.org. The subject line for the application mail should read "Application for Empanelled Copyeditor". Since we are a small team, we do not have the capacity to reply to or provide feedback on applications though you will receive an acknowledgment that it has been received. Only shortlisted candidates will be contacted for assessment and interviews. Applications will be assessed on a rolling basis.