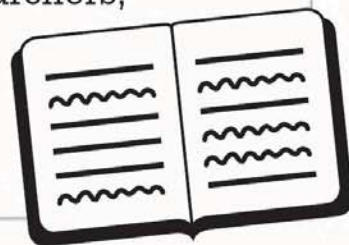




# EDITOR

## JOB DESCRIPTION

Editors of books and journals are responsible for the editorial content of their publications. In this role, your duties may range from evaluating manuscripts and commissioning writers to produce text, to checking text for accuracy, spelling, and grammar. Editors may work directly with subject experts, graphic designers, and picture researchers, and liaise with sales, marketing, or production staff to promote and print the publication.



### SALARY

Editorial assistant ★★★★★  
Editor ★★★★★

### INDUSTRY PROFILE

Strong competition for entry-level jobs • Low pay levels for junior roles • Book and journal publishers increasingly turning to online publication • Jobs in book publishing not always advertised

## CAREER PATHS

Most editors enter publishing as editorial assistants, helping with research, fact-checking, and basic editorial tasks. With experience they can gain promotion to manage the publication of a book or journal, and then a "list"—a themed category—of books. Some editors diversify into other roles in publishing, such as marketing or management.



**GRADUATE** To become an editor, you need a degree in English or a subject related to the type of publishing you intend to specialize in. An internship with a publishing company will give you useful experience, and you can also take industry-accredited courses in editing and proofreading.

### ▼ RELATED CAREERS

- ▶ **WRITER** *see pp. 52–53*
- ▶ **JOURNALIST** *see pp. 54–55*
- ▶ **ADVERTISING ACCOUNT EXECUTIVE** *see pp. 72–73*
- ▶ **FILM/VIDEO EDITOR** Assembles pictures and sound for film or television. A film or video editor needs a good sense of timing, attention to detail, and the ability to meet deadlines. Due to the competitive and fast-paced nature of the industry, technical skills and experience are valued just as highly as formal qualifications.



**EDITOR** After gaining experience at editorial assistant level, you can choose to specialize in a particular type of book or journal publishing.



## AT A GLANCE



**YOUR INTERESTS** Reading • English • Literature • Languages • Graphic design • Technology • Creative writing



**ENTRY QUALIFICATIONS** A degree is required; English is preferred by some employers, but degrees in other subjects are useful for specialized publishing.



**LIFESTYLE** Editors in full-time jobs keep regular office hours, but evening and weekend work is often required, especially if freelancing.



**LOCATION** Editors are largely office- or home-based. Occasional travel to trade shows—sometimes overseas—or meetings may be required.



**THE REALITIES** Editors must put in long hours of meticulous editorial work. Schedules can be demanding, especially if working on multiple projects.

## SKILLS GUIDE



Excellent verbal and written skills to express themes, ideas, and concepts clearly to the reader.



Strong team-working skills for liaising with authors, designers, and other publishing departments.



A creative flair, critiquing skills, and commercial awareness to improve and refine a publication.



Flexibility and adaptability, as publishing schedules may be revised at short notice.



Good organizational skills, since workloads may be heavy and involve several projects at once.



**FICTION EDITOR** Works with the author of a novel or short story to prepare the manuscript for publication. Assesses the author's work, suggests changes to make the text more engaging, corrects errors, and may advise on marketing and production.



**NON-FICTION EDITOR** Develops, commissions, and checks content for non-fiction books, such as biographies, histories, and cookery, travel, or fitness books. Non-fiction editors may liaise with subject specialists to consult on the text.



### REFERENCE EDITOR

Plans, commissions, and ensures the accuracy of text for a range of reference works, such as dictionaries, encyclopedias, directories, and academic or scientific works.



**ACADEMIC JOURNAL EDITOR** Prepares scholarly or scientific articles for publication and distribution to academics and researchers. Ensures that articles are read and validated by expert consultants.



**ONLINE EDITOR** Sources, edits, and collates text and imagery for publishing on websites. Online editors are trained in specialized web-design and editing software.