

YALE UNIVERSITY PRESS

Summer Publishing Internship Program, 2020

Program Description

Yale University Press offers highly competitive internship opportunities for those interested in publishing in a variety of areas: Acquisitions Editorial, Art Workshop, Intellectual Property/Administration, Marketing, Manuscript Editorial, New Business Development, Production/Design, Publicity and Sales.

This program is an opportunity for students with a serious interest in scholarly publishing to gain a worthwhile educational experience in scholarly publishing. Interns will have the opportunity to observe and ask questions about the internal operations of the Press. The value of this internship is to both gain experience in a professional publishing work environment and to show a potential employer your skills and abilities as they relate to publishing.

Each summer intern will receive at a rate of \$12.75 per hour. The program is 30 hours per week. Applicants **must** be able to commit to the 10-week program from **June 1, 2020 to August 7, 2020** for consideration in the program.

Application Instructions/Guidelines

All applications are due by Monday, February 17, 2020.

Applications will **not** be accepted after this date.

Due to the high volume of applicants, students who are granted internships will be notified after 3/2/20. Please be patient when you are waiting to hear about your application status. If you have not received an offer by **3/23/20** you have not been granted an internship opportunity for this year's program.

Internships are open to undergraduate, graduate students, and recent graduates within a year of graduation from an undergraduate or graduate program. Yale University Press does **NOT** sponsor work visas.

Applications will be accepted **only** in the form of Microsoft Word or Adobe PDF formatting. Each application must include a Cover Letter and Résumé.

When submitting an application, it must be sent via email to the appropriate department's email address. Department email addresses are listed below:

Emails must indicate which department/s you are applying to **both** in the email **subject line** and in the **Cover Letter**.

Only complete applications that meet the above guidelines will be considered.

Department Internship Descriptions

Manuscript Editorial

The Manuscript Editorial Department shepherds manuscripts through editing and production, from their acceptance for editing to their publication as books. Manuscript editors are responsible for copyediting and for coordinating the proofreading and correcting of typeset text and illustrations. They work with authors, freelancers, and in-house colleagues. Interns will work closely with the manuscript editors and assist them with various stages of the process. This will include opportunities to gain hands-on experience by learning *Chicago Manual of Style* and house styles and processes and then applying this knowledge to checking proofs and indexes at various stages, with appropriate supervision and feedback.