

EDITING GRADUATE ASSISTANTSHIPS

The CLAS Editing GA will work on projects for the editors of *Philological Quarterly*.

Philological Quarterly (PQ) is a leading journal of humanities scholarship, specializing in cultural and textual analysis of literature from the Middle Ages to the beginning of the twentieth century. For over one hundred years, it has been produced at the University of Iowa, showcasing the UI's prominence in literary studies. The journal publishes four issues per year, currently circulated in print to subscribers and online through subscription-based library consolidators. The GA will work under the direct supervision of the new Co-Editors, Professors Adam Hooks and Jonathan Wilcox, and will participate in research and discussion about revitalizing and modernizing the journal's distribution in addition to working on the regular flow of editorial production.

Duties will include:

1. Participating in weekly editorial meetings.
2. Monitoring the journal's email and responding to ordinary inquiries.
3. Corresponding with authors, sending follow-up emails, ensuring that edited essays are uploaded, etc.
4. Copy-editing and formatting essays according to the *PQ* Style Guide; *PQ* follows the *Chicago Manual of Style*, 16th edition, with some modifications.
5. Tracking and recording the production process.
6. Communicating with subscribers and trouble-shooting distribution problems.
7. Updating and maintaining the *PQ* website.
8. Researching best practices for publication and circulation of scholarly journals and participating in discussions about the best way forward for *PQ*.

This position is best suited for applicants with research experience; training in the academic study of literature; excellent communication skills; well-honed analytical and writing skills; and an interest in the field of publishing. Strong organizational skills, reliability, and the ability to facilitate effective, personable, and professional communication with scholars are essential qualifications. The Editorial Assistant role is excellent for learning about all sides of the editorial and publication process, developing strengths in data management and communication, demonstrating collaboration and teamwork, and building professional networks.
