



UNIVERSITY PRESS OF KENTUCKY

INTERNSHIP GUIDELINES

The University Press of Kentucky (UPK) is the scholarly publisher for the Commonwealth of Kentucky. Each year, the Press publishes 50-55 titles in print and electronic forms in various subjects in the humanities and social sciences.

The University Press of Kentucky offers a number of internship opportunities each year, providing a complete overview of the publishing industry. This includes experience in the acquiring, editorial, and marketing departments. These positions allow students who are interested in a career in publishing to learn about the basics of book publishing, receive on-the-job experience, and polish communication skills. UPK seeks energetic, motivated, detail-oriented, creative students who demonstrate the skills needed to work in the industry.

UPK currently offers three different types of internships year-round:

1. Acquisitions
2. Editing, Design, and Production
3. Marketing

All internships are unpaid. College credit may be available (consult your major department or the James W. Stuckert Career Center for more information).

Please note that internship space fills up quickly, particularly for the fall and spring semesters. Only applicants in consideration for a position will receive an interview.

Application Requirements

Specific information about each type of internship can be found below. Regardless of the program to which a student is applying, *all* applicants must submit the following:

1. Cover Letter
 - a. Please specify which position you are interested in applying for. We will take your top two preferences under considerations.
2. Résumé
3. One Writing Sample
 - a. Create alternative copy for one of your favorite books, magazine, an article, or even a favorite place (park, restaurant, vacation spot). For example, you might write 300 words promoting the book *Huckleberry Finn* or 300 words to

promote Keeneland. Writing samples submitted should be in the style of marketing copywriting, and no more than 300 words.

Acquisitions Internships

The acquisitions department is the first stop for authors and for titles that will become books at UPK. Acquisitions editors meet with potential authors, consider book manuscripts and proposals that come to them through unsolicited and solicited channels, and oversee the manuscript's review, revision, and eventual acceptance or rejection. Acquisitions also contracts the book project, verifies that all permissions have been obtained, and prepares manuscripts for the next phase of publishing.

Position Description

Interns will work with editors to solicit and develop manuscripts for publication. This includes frequent communication with UPK staff to coordinate current and future projects. Additionally, interns will help write staff commentaries and other copy for distribution and use in-house. These descriptions help inform staff and board members about projects in progress. Over the course of this internship, each student will learn how a book becomes more than just an idea, and this is an excellent opportunity to learn about scholarly publishing in a collaborative environment. The following list of tasks provides a general overview of the different responsibilities but does not strictly define all an intern will do during their time with UPK.

Acquisitions Intern Tasks

Writing: Draft staff commentaries, author biographies, and pitch letters. Editing and feedback will be given to help improve students writing skills.

Research: Tasks can range from finding contact information and prospective peer reviewers to market and sales information and permissions information.

Review Processing: Includes recording and filing reviews and preparing review copies for shipment.

Mailing: Preparation of materials to reviewers and authors. Preparation of board packets. Returning rejected manuscripts.

Manuscripts: Assists with the formatting of manuscripts for transmittal, compiling artwork and permission, and various other tasks.

Email: Assist with emailing reviewers and authors.

Data Management: Assist with maintaining UPK's database.

Office Work: Filing, copying, scanning, and other clerical tasks as needed.

Required Skills

- An interest in reading
- Excellent knowledge of spelling, grammar, and punctuation

- Reliability and punctuality
- Ability to work in a deadline-driven environment
- Ability to work independently
- Internet research skills
- Strong organizational and interpersonal skills
- Flexibility and ability to perform overlapping tasks
- Detail-oriented, self-motivated, and team-oriented

Editing, Design, and Production Internships

The editing, design, and production (EDP) department is responsible for ensuring that books are published on time and error-free. The EDP staff works with freelance copyeditors, proofreaders, indexers, and designers to create polished and attractive books for UPK's frontlist. Working with EDP requires interns to be detail-oriented and have a love of words.

Position Description

EDP interns will assist four full-time staff with various tasks required to transform manuscripts into published books. This semester-long internship offers an overview of the operations in an academic publishing house and an opportunity to participate in key stages of the editing and production processes.

EDP Intern Tasks

Editing: Check page proofs. Copyedit indexes. Proofread jacket and cover copy. Proofread electronic editions of books and content in electronic repositories.

Production: Code and format book-length manuscripts in preparation for copyediting. Prepare manuscripts for typesetting.

Research: Assist with routine fact checking.

Office Work: Perform any clerical or additional tasks as needed.

Required Skills

- Excellent knowledge of spelling, grammar, and punctuation
- Reliability and punctuality
- Ability to work in a deadline-driven environment
- Ability to work independently
- Strong organizational and interpersonal skills
- Flexibility and ability to perform overlapping tasks
- Ability to work collaboratively with a team

Preferred Skills

- Familiarity with *The Chicago Manual of Style*

- Strong written communication skills

Marketing Internships

The marketing department is responsible for the promotion and sales of all titles. To promote UPK books, they use the same efforts as commercial publishers: publicity, social media, direct mail, exhibits, electronic marketing, electronic sales, and advertising. Marketing works with reviewers on a national and regional scale, as well as with authors and acquisitions editors, to craft engaging and rewarding marketing campaigns.

Position Description

Interns will work with marketing staff to promote books, events, and authors. This includes writing press releases to accompany review copies of new Press books, sending review copies, and running social media campaigns. Over the course of this internship, each student will learn how to successfully market a book and hone writing skills. The following list of tasks provides a general overview of the different responsibilities but does not strictly define all an intern will do during their time with UPK.

Marketing Intern Tasks

Writing: Write press releases, blogs, and various other marketing content for the promotion of Press books, both old and new.

Research: Tasks can range from finding contact information to investigating book awards or other publicity outlets.

Design: Creating material such as bookmarks, flyers, and postcards for books and events.

Mailing: Preparation of materials, such as books and press kits to reviewers and authors.

Email: Assist with emailing reviewers and authors.

Office Work: Filing, copying, scanning, as well as assisting with the coordination of exhibit material, and other clerical tasks as needed.

Required Skills

- Excellent knowledge of spelling, grammar, and punctuation
- Strong knowledge of social media platforms
- Basic knowledge of Photoshop or InDesign is a plus
- Reliability and punctuality
- Ability to work in a deadline-driven environment
- Ability to work independently
- Internet research skills
- Strong organizational and interpersonal skills
- Flexibility and ability to perform overlapping tasks

- Detail-oriented, self-motivated, and team-oriented

While these are the three main internships always available, we may also offer other internships that are more project specific. For more information, please contact Katie Cross Gibson at krcr222@uky.edu or Tasha Ramsey at tasha.ramsey@uky.edu.

Basic Internship Information

- As mentioned above, all internships are unpaid but can be completed for college credit.
- Interns are expected to work 10 hours a week for 15 weeks during business hours (9am-5pm). Your schedule is completely up to you and will be agreed upon and finalized prior to start date. If changes need to be made to accommodate homework, classes, and other jobs, we are willing to be flexible.
- There will be a midterm evaluation and a final evaluation. Evaluations will be completed by the intern and their direct supervisors to assess progress throughout the semester. Direct supervisors will report to faculty supervisors and determine whether requirements for course credit are fulfilled.
- Interns will be expected to complete one semester-long project as well as other shorter projects as they come along.
- Internships are not limited to any particular major. We encourage all interested students to apply!

Submission Guidelines

To be considered for an internship, please send a cover letter, résumé, and writing sample to:

Marketing & EDP Katie Cross Gibson
Direct Promotions & Exhibits Manager
University Press of Kentucky
663 South Limestone, Lexington, KY 40508
krcr222@uky.edu

—OR—

Acquisitions Tasha Ramsey
Assistant to the Director
University Press of Kentucky
663 South Limestone, Lexington, KY 40508
tasha.ramsey@uky.edu

Deadlines for submissions are as follows:

Fall Internship— April 16, 2018

Spring Internship—November 27, 2017

Summer Internship— April 16, 2018