

Editor

University of California, Los Angeles
March, 1973

Class Specifications - D.10

Principal Editor - 7682

Senior Editor - 7683

Editor - 7684

Assistant Editor - 7685

SERIES CONCEPT

Editors perform or supervise editing, writing, and production duties required to prepare a variety of materials for publication; and perform other related duties as required.

Editors coordinate the work of authors, designers, production personnel and printers; evaluate manuscripts for value and logic, assess the amount of editing required to ensure stylistic consistency, and suggest ways in which an author can improve his manuscript. They edit copy for stylistic consistency according to a recognized and approved style (e.g. A Manual of Style, University of Chicago Press), logical organization, rational development of content, and appropriate emphasis; rewrite copy that is ambiguous, discursive, or not suited to the medium; verify references and factual content to ensure technical accuracy; compile bibliographies based on content analysis of material, and abstract pertinent material from reference literature; prepare subject matter indexes and glossaries; select, plan, and/or draft illustrations, maps, charts, and tables to be made by professional illustrators or drafting technicians; plan content of publications; determine need for special or supplementary publications; write copy for announcements, advertisements, bulletins, or other publications; design or coordinate design and production of publications (selecting paper, ink, size; type, and layout), using technical knowledge of production processes; arrange and maintain production schedules; examine galley and page proofs for accuracy, and instruct authors on proof-reading responsibilities; make page paste-ups; perform or coordinate sales or distribution functions; and may prepare an annual budget for a publications program.

CLASS CONCEPTS

Principal Editor

Incumbents are specialists in major areas of study (e.g. biological and medical sciences, humanities and social sciences, law, philosophy, or engineering) and, as such, may attract authors in these fields. They rewrite and reorganize lengthy manuscripts in addition to editing for style, organization, content, and emphasis. They evaluate manuscripts for value of content, validity of conclusions, and their opinions may be weighted equally with that of readers in the professional field.

This level is justified also for supervisors of a small group of Senior Editors or a large group of Editors.

Senior Editor

With limited technical supervision, incumbents edit a variety of comprehensive and difficult material for stylistic consistency, logic, organization, rational development of content, and emphasis, and normally evaluate manuscripts not only to determine the amount of style editing required, but also to determine the value and logic of the content; or supervise a group of Editors who perform stylistic editing of major publications (e.g. entire books); or edit, write, and produce one or more publications with responsibility for planning content, design, and production.

Editor

Incumbents either independently edit for stylistic consistency (this is the journeyman copy editor); or under supervision, edit materials of average difficulty for stylistic consistency, logical organization, rational development of content, and balance of emphasis with limited responsibility for ensuring technical accuracy of content, and may evaluate manuscripts to determine the amount of editing required to ensure stylistic consistency, or occasionally evaluate for value and logic of content; or edit and write copy for official publications where there is no final responsibility for planning, design, or determination of production schedules, but may draft such plans, designs, and schedules.

Assistant Editor

With close supervision and in a trainee capacity, incumbents edit copy for stylistic consistency, logical organization, rational development of content, and balance of emphasis; or write copy for publications.

NOTE: Positions which are responsible for editing for grammar, spelling, and punctuation, and/or limited rewriting to improve syntax, and/or preparation of indexes, bibliographies, or charts, where no content knowledge is required and in the absence of the duties outlined in the above paragraph, are to be classified in the Clerical/Administrative Series.

MINIMUM QUALIFICATIONS

Principal Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities, and at least three full years of professional editorial experience; or an equivalent combination of education and experience.

Senior Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities, and at least two full years of professional editorial experience; or an equivalent combination of education and experience.

Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities, and at least one full year of professional editorial experience; or an equivalent combination of education and experience.

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Assistant Editor

Graduation from college with major work in English, journalism, or an allied field, or in a subject matter area related to the editorial specialty, and demonstrated editing and writing abilities; or an equivalent combination of education and directly related experience.