

DRESS

The Journal of the Costume Society of America

Copy Editor, *Dress*

The Costume Society of America (CSA) seeks a Copy Editor for its annual peer-reviewed journal, *Dress*. The journal fulfills the CSA objective: "to publish a periodical containing articles of enduring educational interest on the subject of costume," and thus represents the highest level of scholarship and addresses the diverse interests of the membership. The first volume of *Dress* was published in 1975 and moved to two issues per volume in 2013. Since that time, publication has been targeted for spring and fall of each year. Working closely with, and under the direction of, the Principal Editor and the Deputy Editor, this technical role will assist to prepare issues for publication by copy editing all journal contents.

Duties:

The primary role of the *Dress* Copy Editor is to identify spelling, grammatical and stylistic errors and inconsistencies in a manuscript prior to the submission to the Taylor & Francis Production system. This includes reviewing for formatting and presentation according to the Chicago Manual of Style (CMoS) and the Taylor & Francis Style Guide for *Dress*. Another important duty is the checking of the spelling of all names, titles, dates, and links. The Copy Editor will suggest revisions to the text using track changes and identify queries that the Principal Editor should review with the author.

After the manuscript has been finalized with the author, the Copy Editor is expected to:

- Acknowledge receipt of the manuscript and commit to undertake a timely review of the manuscript (specific timelines to be agreed with the Principal Editor and/or Deputy Editor).
- Read and review the manuscript for spelling, grammar, and punctuation errors.
- Check for consistency of formatting and presentation according to the *Chicago Manual of Style* and the Taylor & Francis Style Guide for *Dress*.
- Check the spelling and accuracy of all names, dates, and titles.
- Check that captions of tables and figures are formatted correctly and agree with body of text.

- Check that citations are formatted correctly and confirm that links are working.
- Identify long quotes (more than 40 words) that should be offset in the body of the text.
- Flag any queries related to inconsistencies within the text.
- If requested, review proofs.

It is not the role of the Copy Editor to engage in substantive editing after the manuscript is considered final. Any content-related queries identified by the Copy Editor will be listed for follow up with the author by the Principal Editor or Deputy Editor.

Term length: 4 years, may be repeated. Initial probationary period of one volume (two issues), contingent on performance and adherence to all relevant CSA Policies and Procedures.

Remuneration: Complimentary CSA membership for the length of tenure and a \$1,250 USD annual stipend (prorated) from the journal publisher.

Qualifications for Appointment: Experience in publication and scholarly journal copy editing. Cognizance of current scholarship in dress and fashion. Excellent communication skills, ability to work independently to meet deadlines, discretion, and tact. Commitment to DEAB principles.

How to Apply:

[Upload a cover letter and resume to the CSA Portal.](#) Applicants must complete a declaration of conflicts of interest. Applications will be reviewed in accordance with the CSA's Hiring and Publications Policies and Procedures, and shortlisted candidates may be required to complete a skill-testing activity. Offers of employment will be subject to Board approval.