Job Description :

* Going thoroughly through the copyedited and typeset articles and checking for the grammatical and stylistic errors.
* Communicating with the Publisher if there is any query or question.
* Giving regular feedback to the editorial and the composition team so that the errors can be minimized.
* Collating the author corrections and providing the marked PDF to the team for making the corrections.
* Ensuring that all the corrections have been taken in correctly before sending the files to the Publisher.
* Tracking the WIP articles and holding daily meetings with the editorial and composition team to discuss the status.
* Holding training programs with the editorial team with the aim of improving the quality of the copyediting.