

English Skill: “Use accurate spelling, punctuation and grammar”

Used in the workplace at Edward Elgar Publishing:
Leading international academic and professional publisher in Cheltenham



Francine Jackson, Book Publisher at Edward Elgar Publishing

“The need for accurate spelling, punctuation and grammar is nowhere more evident than in the field of publishing. As our textbooks, journals and research books are used by students and scholars all over the world, it is imperative that they are easy to read and error-free. Many of our authors are not native English speakers so our staff and freelancers need to have an excellent command of the English language when they are checking, copy-editing and proofreading our books as well as writing the book’s blurb, publicity material and press releases.

Our reputation, and that of our authors, would really suffer if we let our standards slip. No-one will buy a textbook if they can’t understand what it is trying to teach them or take an academic’s work seriously if it’s full of errors – the job of a publisher is to make a writer’s work the best it can be. The first thing we look for in any employee is the ability to write well and to spell. If we receive job applications with any spelling or grammatical mistakes on them we don’t invite them to interview.”

About Edward Elgar Publishing

Edward Elgar Publishing is a leading international academic and professional publisher with a strong focus on the social sciences and legal fields. They publish 350 titles annually and have successfully created a prestigious list of over 5,500 titles and 5 leading journals in law, business and management, economics and the social sciences. The company was founded by the current Chairman, Edward Elgar, and remains a family business.

Who do Edward Elgar Publishing Employ?

Currently 70 members of staff, including:

- Desk editors
- Sales Executives
- Commissioning Editors
- Permissions Assistants
- Marketing Executives
- Assistant Editors
- Production Assistants

Range of Salaries: from c£18,000 for assistant roles, rising to in excess of £70,000 for senior publishing positions. Salaries vary depending on experience, role and location.

Skills Shortages: Web design, digital marketing, knowledge of copyright law, critical writing, knowledge and use of metadata.

Useful Links

www.e-elgar.com

www.publishers.org.uk/activities/work-in-publishing

www.prospects.ac.uk/jobs-and-work-experience/job-sectors/media-and-internet/how-to-get-into-publishing