

ROWMAN AND LITTLEFIELD INTERNSHIP PROGRAM: EDITORIAL INTERN

Rowman & Littlefield, a scholarly publisher in Lanham, MD, is currently accepting applications for the spring 2020 semester from students interested in exploring a career in publishing with Lexington Books and Hamilton Books.

The responsibilities of this editorial intern will include a variety of tasks that will provide excellent exposure to the business of book publishing from proposal to publication. Tasks will include imprint-specific tasks as assigned, as well as:

- Logging book proposals
- Communicating with authors as needed
- Contacting scholars for book endorsements and peer review
- Drafting marketing copy
- Creating promotional flyers
- Reviewing final manuscripts for formatting and permission issues
- Attending book proposal and departmental meetings

The ideal candidate will have strong organizational, verbal, and written communication skills; proficiency with Microsoft Office Suite a plus.

Candidates must be able to receive academic credit or fulfill a graduation requirement to be accepted into this unpaid internship position.

This internship offers a flexible schedule, but candidates must know their schedule for the requisite semester when applying.

Interested students should send a cover letter and resume to:

Dawn Ennis, Human Resources Manager

humanresources@rowman.com

717-794-4803

Online posting available here: <https://rowman.com/Page/LEXEditorialIntern>