**Collectivist: An SP2 Journal**

**Job Descriptions 2016-2017**

**Content Editing Staff:**

**The content editing staff will work as a team to review incoming journal submissions for quality, accuracy, and language. They will work to determine which submissions are accepted into the print and online editions, and will collaborate with authors to make revisions as necessary. Attention to detail and strong written skills are required.**

**Copy Editing Staff**

**The copy editing staff will work as a team to review incoming journal submissions for technical quality, grammatical accuracy, and appropriate citation style. Editors will revise citations, references and text as needed, and will collaborate with content editors to determine which submissions are accepted into the print and online submissions. A strong working knowledge of APA style is required.**

**Layout and Design Staff**

**The layout and design staff will work together to produce the physical publication. They will develop cover and interior designs, and will layout text onto the pages. The bulk of the design team workload will come during the second semester, although cover design will begin early in the school year. Experience with InDesign or other graphic design software is essential. Additionally, team members should be able to commit a significant number of hours during the second semester.**

**Web Design Staff**

**The web design team will be responsible for constructing and maintaining an online platform for Collectivist. The team will select a platform, design and publish the site, and will update content throughout the year. The site will feature a digital version of the print journal, as well as additional online content that will be uploaded throughout the calendar year.**

**Operations Team**

**The operations team will be responsible for tasks related to publishing, advertising, and fundraising for the journal. The operations team will communicate with the journal publisher, organize fundraisers to support journal activities, maintain a social media presence for Collectivist, and network with other student publications on Penn’s campus to increase the visibility of the journal.**