



## **Production Editor for English Language Journals (Copy-editing and XML Conversion)**

### **Organization Overview**

MDPI ([www.mdpi.com](http://www.mdpi.com)) is an academic open access publisher based in Basel, Switzerland, founded initially to collect and preserve rare chemical research samples in 1996. To promote the samples collection, MDPI started the free electronic journal *Molecules* that same year. MDPI is backed by more than 7,500 editorial board members worldwide.

Since 1996, MDPI has grown into a publishing house with more than 170 diverse open access journals, with further editorial offices in Beijing and Wuhan (China), Barcelona (Spain) and now starting to hire editors in Belgrade, Serbia.

As a member of COPE (Committee on Publication Ethics), STM (International Association of Scientific, Technical, and Medical Publishers), and OASPA (Open Access Scholarly Publishers Association) MDPI enforces rigorous peer-review and adheres to strict ethical policies and standards.

### **Job Summary**

Once accepted for publication, articles must be prepared to company and industry standards in PDF, XML and HTML formats. This work is carried out by a production team, using custom software developed by MDPI.

The advertised position covers copy-editing of papers and conversion from Word or LaTeX to XML, a machine-readable format. Copy-editing covers correction of formatting and text issues, such as use of symbols and tables, and requires good attention to detail. XML conversion is a semi-automated process where editors must ensure that attributes of the submitted text are correctly transferred to the final XML format. Production editors work independently and to short deadlines so that published papers meet the high standards of presentation expected by authors and editors.

## **Your profile**

- Bachelor's Degree in any subject
- English level B2 as minimum
- General computer literacy: familiarity with email, Microsoft Office, etc.
- Familiarity with HTML or XML, and basic computer programming skills are an advantage, but not a must
- Ability to learn quickly and attention to detail
- Good communication and interpersonal skills
- Self-motivated and able to meet deadlines

## **Questions and Application**

Please send your application letter and CV by E-Mail to [hr-belgrade@mdpi.com](mailto:hr-belgrade@mdpi.com)