

Position Title:

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

Vacancies: 10 Staff

Position Requirement:

1. Bachelor's Degree in any subject.
2. English level B2 as minimum
3. General computer literacy: familiarity with email, Microsoft Office, etc.
4. Familiarity with HTML, XHTML or XML, and basic computer programming skills are an advantage.
5. Ability to learn quickly and attention to detail. Good communication and interpersonal skills.
6. Self-motivated and able to meet deadlines.

Position Description:

MDPI is a publisher of over 160 open access, scholarly journals across all fields of research. Started in 1996, it published over 23,000 articles in 2016.

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.