

Production Editor

Organization Overview

MDPI is an academic open access publisher based in Basel, Switzerland, and was initially founded in 1996 to collect and preserve rare chemical research samples. To support the samples project, MDPI started the journal *Molecules* the same year. Since 1996, MDPI has grown into a publishing house with over 200 journals and further offices in Beijing and Wuhan (China), Barcelona (Spain) and Belgrade (Serbia). MDPI is backed by over 43,100 academic editors and scientists worldwide.

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, XHTML or XML, and basic computer programming skills are an advantage
- 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 our [HR Team](#).