

The Sentinel is seeking Copy Editors

KSU's student newspaper, The Sentinel, is in need of copy editors. If you know of any talented students who might be interested, please have them contact us. Copy editors usually work within one section and work closely with the specific section editor (news, features, etc.,).

All student media groups pay a small stipend (though high need positions such as this one pay more) and students may arrange to receive internship credit.

Interested students may email me or go to: http://www.kennesaw.edu/student_life/mediajoin.shtml

Thank you! If you have questions, contact the Sentinel Editor at sentineleic@ksumedia.com.

JOB DESCRIPTION: KSU Office of Student Media | COPY EDITOR

A copy editor will be asked to edit any or all copy that appears in the publication/section for errors of grammar, punctuation, clarity, accuracy, fairness, wordiness and completeness. They will also write headlines and other display type.

A copy editor will specifically be expected to:

- Become extremely familiar with all the rules of KSU Student Media and Associated Press style, as well as with the rules and restrictions associated with headline writing.
- Ensure that all writing in the publication uses proper grammar and punctuation.
- Identify libelous or potentially libelous stories and alert the editor.
- Be prepared to answer any questions of style or grammar.
- Write headlines, summaries, captions, pull quotes, etc.
- Edit stories of all types that appear in the publication, correcting inaccuracies, wordiness, poor organization, bad grammar or other writing errors.
- *Turn edited stories around within 24 hours of being received from section editor.*
- Assist in the training of new writers.
- Constantly refer to reference materials to verify facts and spelling in stories.
- Identify stories that need major revision, possibly recommending that they be held.
- Bring the editor's attention to consistent problems, such as a writer who keeps making the same mistakes, or a style rule that is repeatedly violated.
- Attend required staff meetings and regular meetings scheduled by editor.
- Regularly read newspapers and magazines to keep abreast of issues and trends that may be of interest to the KSU student audience.
- Set individual goals each term to improve your journalistic skills (For those receiving internship credit only).

Ed Bonza
Assoc. Director, Student Life/media adviser
Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144-5591
770-499-3083; 770-423-6703 (FAX)
www.kennesaw.edu/student_life
ksumedia.com
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