

# Intern at the University of Tennessee Press

The University of Tennessee Press is the not-for-profit book publishing arm of the University of Tennessee. UT Press publishes broadly in the humanities, social sciences, and natural sciences, including American history, literary criticism, Appalachian studies, archaeology, architecture studies, and the regional histories of Tennessee and the southeastern United States.

We are pleased to offer an internship for students interested in acquisitions and editorial and perhaps the publishing industry as a future career. Interns are assigned a range of entry-level responsibilities that familiarize them with the procedures, industry standards, and changing nature of the publishing industry.

## Acquisitions and Editorial

- Learn the conventions of scholarly writing and citation
- Assist in the review of proposals and manuscript preparation
- Learn the peer-review process and the conventions of scholarly publishing
- Become familiar with the areas in which we publish and research other presses with similar publishing programs
- Solicit projects and research dissertations and journal publications pertaining to our publishing program

## Position Requirements

- Currently attend the University of Tennessee
- Possess quality communication skills, both written and verbal
- Be detail-oriented and compliant with set procedures
- Possess basic computer skills, including proficiency in Word and a working knowledge of Adobe and Excel

To apply for an internship for Fall 2024, please send a resume and cover letter to Thomas Wells, [twells@utk.edu](mailto:twells@utk.edu), by August 1, 2024. Internships run 10 weeks from Sept. 16–Nov. 29.