

# Intern at UT 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 and social sciences, including American history, literary criticism, Appalachian studies, archaeology, architecture studies, and regional history of Tennessee and the southeastern United States.

We are pleased to offer an internship for English majors interested in acquisitions, 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 and industry standards associated with book publishing.

## Acquisitions/Editorial

- Assist in the review of proposals and manuscripts
- Learn the peer-review process and the conventions of scholarly publishing
- Become familiar with the subject areas in which we publish
- Format, style, and edit manuscripts for publication
- Proof typeset pages and learn various style guides
- Gain an overall knowledge of the publishing process

## Position Requirements

- Must currently attend the University of Tennessee
- Must possess quality communication skills, both written and verbal
- Must be detail-oriented and compliant with set procedures
- Possess basic computer skills, including proficiency in Word and a working knowledge of Adobe products

To apply for an internship for Spring 2025, please send a resume and cover letter to Thomas Wells, [twells@utk.edu](mailto:twells@utk.edu), by January 6, 2025. Internships run 10 weeks from February 17–May 2.