

# EDITORS

Editors are people who prepare the writing of others for publication. They may supervise a range of functions, from planning content to preparation for a press run or website launch. They make long range plans, consider ideas, solicit authors, make assignments, schedule manuscripts, order illustrations and photographs, have copy typeset, read and correct galley proofs, and correct final proofs. The specific activities of editors vary given the nature of the publication or publishing firm for which they work. It is possible that the title "senior editor" in one firm refers to a person who must edit manuscripts, while the same title in another firm refers to an executive who assigns work to other editors, selects material, or gives directions to staff.

## Types of Editors

There are many types of editors. Some editors handle managerial or administrative tasks, while others are more "hands-on" in their work. Editors can work for a company as a regular employee or as a freelance, or contract, employee. There is considerable overlap between editorial duties as one moves between demands of book, journal, and news publishing. However, there will also be duties that are unique to each of those areas.