

# COPY DESK CHIEF/SLOT EDITOR

## APPLICATION AND APPOINTMENT

Applications for the position of copy desk chief/slot editor can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the student media coordinator and the executive editor. Appointments are announced on May 1.

## QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.5 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours and be of sophomore standing or higher.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.
- D. Must demonstrate knowledge of print journalism and copy editing.
- E. Must have worked as a copy editor for at least one year.
- F. Must be thoroughly familiar with the Associated Press Stylebook.

## TERM

The copy desk chief/slot editor will serve from May 1 to April 30 of the following year. If he/she is the copy editor interested in serving another term, he/she must reapply.

## RESPONSIBILITIES

The **copy desk chief/slot editor** is responsible for leading and training a team of copy editors to ensure clarity, consistency, accuracy, fact checking, and the agreed upon news style.

### **The copy desk chief/slot editor will:**

- A. Oversee the copy desk, supervising the deputy copy desk chief and copy editors. Responsible for the look of the paper, including all headlines, decks and cutlines, final editing of all copy and graphics and cropping of photos. Maintain the OSM style in all editions.
- B. Share front-page copy editing duties with executive editor and university news editor, giving all copy and graphics a final edit for style, grammar and spelling, as well as any discrepancies or errors of fact that may appear. Should resolve such errors or discrepancies by checking with the content editor responsible for the story.
- C. Train all copy editors in the fundamentals of headline writing and copy editing. Holds training sessions for new copy editors at the beginning of each semester, and continues training as the semester progresses.
- D. Responsible for working with the managing editor to update the *OSM Stylebook*.
- E. Assign copy editors to content sections according to ability.
- F. Implement new style rules concerning headlines and graphics with approval of the executive editor, managing editor, faculty adviser and student media coordinator.
- G. Serve on the editorial board meetings and attend all weekly meetings
- H. Accept responsibility if a story runs that is poorly edited.
- I. Set specific hours for copy editors to be at work. Must see the inside pages through production, delegating these duties to the deputy copy desk chief when appropriate.
- J. Work with the university news editor, managing editor and executive editor to clear front page by deadline.
- K. Responsible for informing copy editors of errors and the latest trends.
- L. Serve as the chief copy editor for The Hornet Tribune staff.
- M. Train and assist copy editors on proofreading, fact checking, and grammar checking.
- N. Train and assist copy editors on how to improve, tighten and add focus to the stories.
- O. Direct the final page editing.

- P. Read through each advertisement to ensure that all words are spelled correctly and nothing included in the advertisement would lead to legal or ethical problems.
- Q. Resolve problems and conflicts among the copy editors. If unable to resolve these problems or conflicts, forward them to the managing editor.
- R. Assist copy editors understand a sense of fairness in copy writing and adhering to standards that make the news clear and accessible to the general public.
- S. Conduct an annual copy-editing workshop, during the Spring, for all copy editors.
- T. Accept responsibility for any other duties as assigned by the managing editor.