

WANTED
Technical Editor
Desktop Guide Series
National Center for Youth in Custody
National Partnership for Juvenile Services

The National Partnership for Juvenile Services (NPJS) is seeking a technical editor to serve as a free-lance consultant on the federally funded *Desktop Guide Series*. The editor will review nineteen chapters of the forthcoming *Desktop Guide* as well as any preface or introductory sections of the document. He or she will work closely with the project's Content Advisors and Lead Authors to develop accurate, easy-to-understand pieces that are worthy of publication.

In order to ensure a quality document, the technical editor should be familiar with the subject matter of written pieces and the audience who will make use of the information. He or she must make sure the language used by the writer is easily read and understood by the target audience. The technical editor will make suggestions on how to strengthen a piece's content and style.

Specific tasks will include:

- proofreading chapters to ensure proper grammar and syntax;
- merging multiple author writings into a “common voice;”
- addressing writing protocol issues and guidelines provided by NPJS;
- confirming the veracity of the information presented; and,
- making note of confusing sentences, grammatical mistakes, unsupported facts, and other errors that affect the quality of the piece.

He or she may explain problems to the original writer and suggest revisions that should be made. In some circumstances, the editor may be able to make simple corrections to a document without needing to send it back to the writer. After a chapter has undergone any needed revision and is deemed acceptable by the editor, the material will go to the Content Advisor and Project Manager for final processing and formatting.

Response Deadline: September 9, 2013

Contact: Michael A. Jones, DGS Project Manager
EM: npjs@me.com
PH: 859-333-4209
FX: 888-282-8549