

OXFORD  
UNIVERSITY PRESS



**EDITORIAL  
INTERNSHIP  
PROGRAMME  
2019**

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Oxford University Press (OUP) is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.

OUP is the world's largest university press with the widest global presence. It publishes in many countries, in more than 40 languages, and in a variety of formats—print and digital. OUP products cover an extremely broad academic and educational spectrum, and it aims to make content available to users in a format that suits them best.

In fulfilling the Press's objective to further research, scholarship, and education, OUP India develops path-breaking digital and integrated learning solutions, while continuing to publish over 400 new books and revised editions every year. OUP India's publishing programme covers school courses, higher education texts, academic and reference works, titles of general interest, bilingual dictionaries, atlases, adult ELT materials, and digital and assessment products.

OUP India is committed to the continuous development of its publishing programmes, covering both print and digital, to meet the growing and varying learning needs of students, teachers, scholars, and general readers.



## School Education Publishing Programme

OUP India is the leading publisher of educational material in the K–12 market. Its school publishing programme caters to the needs of all major school boards, and offers blended learning solutions for all subjects. These learning solutions include course-linked interactive and online resources, learning and assessment products, teacher trainings for professional development, and much more. With an outstanding range of support material for students and teachers, we remain an established market leader.

The school publishing programme offers exciting career options across six core departments (ELT, Mathematics, Science and Computer Science, Humanities and Social Sciences, Special Projects, and Integrated Learning Solutions).

### English Language Teaching (ELT)

English is the leading language of international discourse and the global demand for English language skills continues to grow. OUP is the market leader in English Language Teaching in the K–12 segment.

The ELT department publishes schoolbooks and digital content for various educational boards. Its flagship courses such as New Learning to Communicate, New Broadway, and New Oxford Modern English have had a profound impact on the teaching and learning of English in Indian schools.

## Mathematics

The study of Mathematics helps children become independent and critical thinkers and provides them the skills and tools required to study many subjects.

The Mathematics department publishes well-structured print and digital content that engages children by providing simple explanations of topics, outlining the necessary connect between abstract mathematical concepts and real life. New Enjoying Mathematics and New Guided Mathematics are its flagship courses.

## Science and Computer Science

Science and Computer Science are playing an increasingly important role in all spheres of life. Proficiency in these subjects is, therefore, vital for children and the foundation of concepts must be sound.

The Science and Computer Science department publishes courses and digital resources that not only teach fundamental concepts, but also develop a range of scientific skills such as observation, classification, experimentation, sequencing, and referencing. Two of its flagship courses are New Science In Everyday Life (Science) and Keyboard (Computer Science).

## Humanities and Social Sciences

The study of Humanities is vital to creating responsible and engaged citizens and thinkers. It leads us to engage our creative and critical thinking skills in understanding our cultural and ethical responsibilities and values better. The study of social sciences helps us in understanding the impact that science, technology, and medicine have on society while broadening our intellectual foundation to create well-rounded academics, students, and thinkers.

The Humanities and Social Sciences department publishes schoolbooks and digital content related to history, civics, geography, economics, environmental studies, general knowledge, and value education. In addition, the department also publishes atlases, of which the Oxford School Atlas is the best known.

## Special Projects

The Special Projects team works on many exciting projects across different subjects and boards such as pre-primary courses, integrated semester and term books, and customized editions.

## Integrated Learning Solution

Oxford's Integrated Learning Solution, Oxford Advantage, provides schools with a comprehensive suite of educational materials and services across subjects, including curriculum content (both print and digital). It comes with an inbuilt Learning Management System that comprises lesson plans, question banks, concept animations, a test generator, teacher training and professional development modules, and assessment tools for use in school and at home.



# Higher Education, Trade, & Professional Learning Publishing Programme

Higher Education, Trade, & Professional Learning team covers three core verticals-- Higher Education, Trade, and Professional learning.

Higher Education programme caters to the needs of undergraduate engineering students of various universities across the country with books in almost all disciplines. It also publishes books for undergraduate hotel management and postgraduate business management students. The published books are amply supported with a wide range of online resources, both for faculty and students. These include solutions manual, PowerPoint slides, multiple choice questions, additional problems and solutions, model question papers, and so on.

The Dictionaries, Adult ELT, and Anthologies department is committed to creating digital and print products for college students, professionals, examination aspirants and general readers. As a part of this department, you will work on new and innovative projects committed to making English accessible to all adults.

### Higher Education

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### Dictionaries

Oxford University Press is renowned the world over for providing reliable, evidence-based and up-to-date dictionaries. In India, we make high quality bilingual dictionaries to make English more accessible to all kinds of users. We have worked with various Indian languages and for us, every word's history, its usage and its relationship to other languages is important.

### Anthologies

The Anthologies team creates and revise textbooks and references for students and academicians. These are carefully curated collections of plays, prose and poetry written by world renowned authors such as Girish Karnad and Jim Corbett. These books contain notes, summaries and glossaries to make even the most complex texts comprehensible and enjoyable for all readers, young and old.

### English Language Teaching for Adults

We are committed to creating a variety of print and online learning solutions for adult learners – such as grammar, vocabulary, test preparation, language skills (listening, speaking, reading and writing), teacher education, English for specific purposes and professional development – which help in language skill enhancement and have direct impact on people's goals and aspirations.

## OUP India Publishing Internship Programme.

Our Internship Programme can be your gateway to building a career in publishing. It offers the opportunity to work with one of the world's best academic publishing houses and understand what goes into making a book.

Interns will be given exposure to the processes of publishing such as commissioning, developing a manuscript, copy-editing and proofreading as well as ancillary tasks such as picture research, creating illustrator briefs, designing layouts and covers, and creating cast-offs. Helping out with a live project is something you can look forward to.

**The internship programme spans eight weeks between April–June.**



**Priyanka Das**

Editorial – Professional Learning

*'It was fun to do in practice things which I had previously only read about in theory. For instance, knowing of the need to proofread uncorrected proofs before they can be green-lit for the press is one thing, but applying that knowledge in practice is a different game altogether. The nuances to the tasks undertaken at the editorial level can only be learned and appreciated through hands-on experience. It was exciting and educative to have a first-hand experience of these 'behind the scenes' processes of publishing and contributing to them.'*



**Sidharth Singh**

Editorial – ELT

*'I spent eight weeks as an editorial intern at the Student ELT department in Oxford University Press. I gained vital experience in proofreading, editing, and the overarching method of putting a book together. Moreover I was expected to make active contribution to the department's work, and not merely observe. The working atmosphere was quite warm and quite welcoming as well. I was able to work closely with people much more experienced than me. The internship was a highly informative experience. I am glad for having received the opportunity.'*



**Apoorva Wadhwa**

Editorial – ELT

*'I was privileged to get the opportunity to work as an editorial intern in the ELT Department of OUP. It gave me a great insight into all that goes into the publishing of school books. Apart from learning to make answer keys, I inculcated skills of storyboarding and proofreading books to flag-off sensitive or dated content. I was particularly impressed by the work culture and the warmth with which I was welcomed into the team. I have fond memories from those 8 weeks of internship.'*



**Keerthana V**

Editorial – Special Projects

*'I got an exposure to the workings of a publishing house. I worked on diverse projects across various boards that allowed me to appreciate the process behind developing a manuscript to a comprehensible reading material. The work is systematic, and that helped me do a thorough job in the given deadline. It was a good learning experience that gave me an insight into the job of an editor.'*



## What are we looking for

We have openings for interns in our editorial department in Noida, Kolkata and Chennai.

The ideal candidate should have the following traits:

- Master's in respective subjects
- Good academic record
- An eye for detail
- Good communication skills
- Good language skills
- An interest in the teaching-learning process
- A flair for writing would be an added advantage.

## Job responsibilities

- Develop and edit content that is subject specific
- Liaison with freelancers and external vendors for content and book layout
- Proofreading
- Check for factual accuracy
- Create solutions to exercises
- Work on creating and checking lesson plans
- Create photo logs and illustration briefs
- Create questions in the form of worksheets, assignments and assessments
- Prepare syllabi mapping

## Mentor(s)/Guide(s)

Experienced senior editors in commissioning, development, and copy-editing.



### Application Process and Next Steps

The application and selection process has four stages: 1. Application; 2. Editorial test; 3. Interview; 4. Selection

#### Application

Please email the following documents to [wevaluetalent@oup.com](mailto:wevaluetalent@oup.com) latest by 2<sup>nd</sup> January 2019.

1. Your CV
2. A covering letter explaining why you are interested in an internship at OUP and the department in which you are interested in interning. Applications not indicating the department may not be considered.

We prefer soft copy applications. However, if you wish to send a hard copy, please post it to:

#### Payal Arora

Oxford University Press  
12th Floor, World Trade Tower,  
C-1, Sector 16, Main DND Road,  
Rajnigandha Chowk, Noida 201301

The selection committee will go through the applications received and candidates eligible for the test will be informed via email.

#### Editorial Test

Eligible candidates will be called for an editorial test at the OUPI office.

#### Interview

Interview will take place either in person or via Skype.

#### Selection

The candidates who are selected for the internship programme will be informed through email.



## Application Timeline



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### Need More Information?

If you have any questions, please do not hesitate to contact us at [wevaluetalent@oup.com](mailto:wevaluetalent@oup.com)

You could also call us at +91 (0120) 4512408.

[www.india.oup.com](http://www.india.oup.com)