



**Position: English; Copy Editor**  
**Applied Linguistics, Geosciences Publications**

**Who we are**

We are an international language agency, based in Cape Town, South Africa. From here, we oversee language projects for companies and private clients in Germany, Europe and across the world. Translations and transcriptions are our speciality but we also have expertise in other language services: voiceovers, coding, subtitling, proofreading, copywriting, and text and data entry.

We are a mix of South Africans and Germans, and we all feel at home in Cape Town. Around the office, we speak German, English, Zulu and Afrikaans – sometimes in the same sentence. We are a small team and work closely together. Flexibility, positive energy and enjoying what we do is key.

**About this position**

**For a partnership with a publisher of well-established international journals with a focus on geosciences, we are currently recruiting permanent or contract native English speakers for professional language copy-editing. This remote part-time (30–35 hours/week) and full-time (40 hours/week) position is available immediately and open until filled. You studied English or Geosciences? Applied Linguistics is your thing? Then this might be the job for you!**

**Your tasks**

- Mechanical copy-editing/Light copy-editing with focus on deep proofreading (not creative copy-editing);
- Reading papers from both English native speakers and non-native speakers from all over the world, well-written and less well-written, to enforce inviolable grammar, spelling and punctuation while respecting the author's personal stylistic preferences;
- Using a comprehensive check-list to comb through the text for typical errors and inconsistencies;
- Applying our client's policy of copy-editing to manuscripts: spelling, grammar, articles/prepositions, punctuation, and word-choice corrections according to certain house rules and standards;
- Copy-editing English language pre-prints in LaTeX, working via our client's online platform;
- Supporting authors from around the world by improving their manuscripts, thereby achieving higher credibility in the scientific community.

**Type of Copy Editing**



What this position is not about: Language Editing as in the creative copy-editing, working with the language, improving readability by changing phrasing, adding or deleting words, no content editing, no reorganizing or restructuring of the document, no type-coding, no developmental editing.

What this position is about: Light copy-editing of dense copy, on-screen with LaTeX and PDF, as in more heavy proofreading: a structured analytical combing through the text, closely reading for consistency, in accordance with the publisher's comprehensive house style guide.

#### **Grammar and usage**

- Read papers from both English native speakers and non-native speakers from all over the world, read well-written and less well-written papers (the authors are scientists, not linguists)
- Enforce inviolable grammar and punctuation and house rules while respecting the author's personal stylistic preferences
- Run-on sentences and subject-verb agreement

#### **Mechanical editing**

- Use a comprehensive check-list to comb through the text for typical errors and inconsistencies
- Punctuation
- Spelling
- Correct use of English, depending on the dialect of the paper (e.g. English GB, English US)
- Hyphenation
- Capitalization
- Quotations
- Numbers and numerals
- Abbreviations and acronyms
- Additional elements, such as descriptions for charts, tables, and graphs
- Initialisms
- Page numbers, headers, and footers
- Underscoring
- Work with QC and type-setting teams
- Leave comments for the authors or the type-setting team regarding any issues for content editing or type-coding
- Receive feedback from QC and implement feedback and requests for corrections
- Have regular meetings with your allocated manuscripts-team from the publishing house

#### **Your profile**

- You speak and write English at a native speaker level (SA, UK, US, AUS, NZ, CAN, ...) and have a passion for language.
- You have a university degree in linguistics or the natural sciences.
- You have some work experience and are familiar with academic texts.



- You have a keen eye for detail and an excellent command of English mechanics, punctuation, and grammar.
- You prefer mechanical copy-editing over creative copy-editing.
- You are motivated and possess good organizational and time-management skills.
- You are open-minded to learning new technologies for copy-editing.
- You can adhere to strict style guides and house rules and quality expectations.
- Knowledge of LaTeX and html or xml texts is a plus.

**We offer:**

- a starting monthly salary of between 15'000 – 25'000 ZAR (ctc FTE) depending on qualifications, experience and performance
- training in LaTeX
- a friendly working environment with open-minded colleagues
- a challenging and rewarding job with opportunities to contribute your unique talents
- a secure working position with performance-related allowances, and a family-friendly policy
- great colleagues from Germany and South Africa, as well as a dynamic, competent, agile team
- remote work with the possibility of in-office if preferred
- reasonably flexible working hours within a time frame

Please send your application with your CV and respective experiences as well as your asking salary to recruitment at the application email below.

Application deadline: ASAP, coming week, ideally (open until filled)

Email address for applications: [recruitment\(at\)msskapstadt.de](mailto:recruitment(at)msskapstadt.de) or [marlen.boehm\(at\)msskapstadt.de](mailto:marlen.boehm(at)msskapstadt.de)

**We look forward to hearing from you!**

**MSS Cape Town – The Language Agency**

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