

## **Copy Editor**

### **a. Editorial**

#### **Responsibilities:**

- reading the entirety of the Sheaf before it is sent to the printers, both electronically and in print
- finding errors in the newspaper, including but not limited to misspellings, grammatical errors, punctuation errors, factual errors
- suggesting corrections for these errors as they are found
- having a knowledge of Canadian laws as they relate to libel and defamation
- pointing out to the Editor-in-Chief if the Society newspaper risks breaking such laws
- making corrections directly to the pre-print newspaper without the guidance of the appropriate section editor(s), when such a need arises
- keeping a list of corrections from the previous week to put in the paper
- editing all letters to the editor in conjunction with the appropriate section editor, as determined by content of the letter

### **b. General**

#### **Responsibilities:**

- possessing an extensive knowledge of the English language
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.

- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending  
workshops and  
conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Copy Editor in April