

SPECIFICATION – COPY EDITOR

1. INTRODUCTION

The University seeks the services of an experienced Copy Editor for the December 2024 MUT Spirit newsletter.

2. SPECIFICATION

The Copy Editor will be required to edit copy for the MUT Spirit newsletters. Content and copy will be provided to the Editor by MUT with a set turnaround time for delivery of the edited copy. The Copy Editor will be required to acquaint themselves with the MUT style guide, MUT strategy, and relevant governance documents. Create content that is in line with the official tone and voice of the MUT brand.

3. Roles and responsibilities

The roles and responsibilities will include, but not limited to:

- a) Read content and correct spelling, punctuation, and grammatical errors.
- b) Rewrite text to make it easier for readers to understand.
- c) Verify facts cited in material for publication.
- d) Develop an editorial page from the content provided
- e) Reviewing and revising content for accuracy and quality, including spelling, grammar, punctuation, sentence structure, and flow of the entire newsletter.
- f) Communicating and working with production teams to ensure that content is published on time.



4. Scope of work

- a) MUT Spirit quarterly magazine, December 2024 issue, estimate word count of 13 000.

5. Mandatory requirements

- a) At least a BA (Hons) qualification with an English major in the junior degree. Provide certificates of the writer.
 - b) Ability to rewrite, paraphrase and think outside the box. Provide one article before it was edited and one with track changes after editing.
 - c) References: At least THREE reference letters from clients, excluding MUT.
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