Copy Editor

- Attends all staff and editor meetings.
- Sets the tone for all copy content for the year and maintains that when editing.
- Reviews all copy content before deadlines are submitted.
- Edits all copies to maintain grammar, spelling and style.
- Works with staff on copy writing techniques if necessary.

As a copy editor, you will be setting the tone for the written content for the entire yearbook. This means you will be in charge of editing all written content to reflect this as well as checking for grammar and spelling. You will also work with interns and other staff on writing techniques so that their copies better fit the tone that has been set for the year. If needed, you can also host workshops to help them out!

Along with the section's responsibilities, the Copy Editor is in charge of also following general Editor duties such as:

- Updating the Managing Editor on a weekly basis of the status of interns and alerting the Managing Editor of any important intern developments (good and bad).
- The Editor is responsible and accountable for content on section pages by the deadline (as defined by Editor-in-Chief).
- Work with all editors to integrate material and create a section that is stylistically consistent with the book concept.