

Publishing and Printing Project Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work,” that interns can do in the publishing and printing field:

- Reading and reporting on manuscripts
- Inputting and proofing editorial changes in manuscripts and proofs
- Helping to process contracts and update royalty files
- Assist researching potential book buyers, advertisers, and print, electronic and broadcast media outlets
- Prepare sales kits
- Distributing new books to authors, editors, contributors, and internal staff
- Perform routine correspondence with authors
- Drafting descriptive memos about manuscripts under review
- Preparing manuscripts for production
- Soliciting permission for illustrations and text excerpts
- Assist editorial managers
- Assisting with business development and marketing initiatives
- Research, acquire and index graphics/photos library
- Help to prepare reports for copyrighting
- Help to review manuscripts for transmittal to production department
- Request printing estimates and liaison with other vendors / partners
- Conduct Internet research for authors, competition, and photographs