

# Oxford Centre for Islamic Studies

*An institution for the advanced study of Islam and the Muslim world*



## **Publications Officer**

Salary range: £30,490- £37,000 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for the post of a full-time Publications Officer at the Centre.

The successful candidate will manage the publication process of the Journal of Islamic Studies (Oxford University Press) published three times a year, the Makers of Islamic Civilization Series, lecture booklets, and all other publications of the Centre. For further details please see the job description: <http://www.oxcis.ac.uk/vacancies/>

Please send applications by email to [recruitment@oxcis.ac.uk](mailto:recruitment@oxcis.ac.uk), including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Monday, 24 June 2024**. Shortlisted candidates will be invited for interviews on Friday, 28 June 2024.

## Job Description

### Publications Officer

*Journal of Islamic Studies (published three times a year)*

<b>Responsible to:</b>	The Editors of the JIS
<b>Hours of work:</b>	37.5 hours per week. Working hours 9.00am to 5.30pm. Some flexibility will be required at busy periods.
<b>Salary:</b>	In the range of £30,490- £37,000 per annum
<b>Benefits:</b>	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); free parking (until available); six-month probationary period.

## MAIN RESPONSIBILITIES

### *Managing the publication process of the JIS:*

- Liaising with and advising authors/reviewers/referees routinely; daily correspondence and queries, referee report invitations, managing book reviews, ordering review copies.
- Producing reports and analysing data for regular editorial meetings – routinely updating shared files and digital data.
- Recording, implementing and following up on all Editorial decisions made on article submissions and revisions, commissioned reviews and referee reports.
- Processing and preparing JIS material, from receipt through to formatting and proofing, author corrections, and approving typeset proofs.
- Checking and approving print issue composites.
- Liaise with the JIS Editors, copy-editor and transliterator in preparation of material, process purchase orders for work done.
- Coordinating and commissioning copyediting and transliteration work, and tracking and checking copyeditor work on articles and book reviews.
- Coordinating with the production and marketing departments at OUP, including correcting typesetting of print proofs and online issues.
- Liaise with Oxford University Press regarding production schedules, handover of typescripts, and submission of proof corrections.
- Monitoring and compiling material for forthcoming and subsequent issues, handing material over for external press deadlines.
- Maintaining comprehensive list of material in-hand, recording and filing stages of processing for each item.
- Creating and maintaining complete digital files for published issues.
- Maintaining contact lists and author connections.
- Monitoring the consultant editor board rotation.

- Coordinating the weekly JIS meetings along with the Editors.

***OCIS Paperbacks, Lecture Booklets and any other publications***

- Coordinate the production and printing of academic and non-academic publications.
- Correspond with publisher and assist administration of *MIC* titles.
- Assisting the Series Editor with commissioning and pre-production process of the *MIC* book series; compiling data, drafting contracts, sending draft manuscripts out for peer review, maintaining author correspondence, and assisting the copyeditor in the preparation of final manuscripts.
- Assist in editing and production process, including the commissioning of free-lance proofreading, typesetting, print and design work.
- Amend copy on-screen.
- Maintain and monitor stock of Centre Publications.
- Managing the publication process of the Centre's Lecture Booklets from receipt of the transcribed text and ISBN purchasing, proofreading and approval of typescripts, through to the negotiation of printing deals.

**Person Specification**

- Bachelor's Degree preferably in Religious Studies, English, Communications, or a related discipline
- Attention to detail, proofing, and copy-editing.
- Ability to manage multiple responsibilities, work to deadlines, and maintain quality
- At least 2-3 years of experience in academic publishing, editing, or related roles
- Ability to communicate effectively with a wide variety of people, in person, in writing and on the telephone
- Familiarity with publishing software and content management systems
- Knowledge of copyright laws, data protection regulations, and ethical standards in academic publishing

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM the King. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

### **Working at the Centre**

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **Right to Work in the United Kingdom**

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

### **Equality and Diversity**

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant