BREAKING INTO PUBLISHING

Lowering Barriers to a Rewarding Career

Created by the 2023–2024 JHUP Internship Cohort

This guide was created to provide publishing career tips and resources to underrepresented employment seekers. Publishing is over 80% white, with other races individually making up 5% or less. Many candidates with skill sets ideal for the publishing industry aren't aware that they would be a good fit due to misconceptions and outdated information. This guide aims to break down that barrier.

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HOPKINS PRESS

BOOKS   JOURNALS   PROJECT MUSE   HFS

MYTHS OF PUBLISHING

Makayla Jefferson

Like any other field, there are many myths about the mainstram book industry in the US. The first one is that the only way to get into this field is to major in English. To enter the publishing sector, you can major in anything, or you can transition from another field. One of the most important things when getting into publishing is your network. Similar to any other field, it is easier to find a job if you know someone in that world.

Secondly, there are many positions in publishing beyond writing or editing, when you view it as you would any other industry or business. There are even roles for those who don't consider themselves creative or literary types. In this industry, being an avid reader is not necessary, as there are many career opportunities that don't directly involve books. The publishing industry includes many jobs, including sales, marketing, and IT positions. Like any other type of business, the field requires many different skills.

Another myth is that the book publishing industry may be dying as customer buying behavior and reading habits change. While technology has shifted some attention from traditional print books to ebooks and audiobooks, these are all just different book formats produced by the publishing industry. Rapidly changing technology creates challenges, but it also creates opportunities. Digital publishing is actually making literature more accessible and available.

Above all, many people hoping to work in publishing may be discouraged based on the belief that they have to move to places like New York City or Boston. Even when people are already in those cities, publishing dreams may not go anywhere because the field is crowded and competitive. But there are more places to live and work than major metropolitan areas. As of 2022, New York has the largest number of registered book publishing companies in the US. Fortunately, many smaller presses along with academic presses are hiring in cities with a lower cost of living.

If you want to work at a large publishing house, you may end up relocating to a major publishing hub, but in a post-COVID-19 society, there is still a chance that you may end up being able to work from home. Unfortunately, for many people who wish to work specifically in trade publishing, "Over 80% of the US trade book market is controlled by the Big Five as of 2022," (Talbot). While you can live anywhere in the world to work in publishing you may have fewer options if working at a large press is your only goal.

DIFFERENT DEPARTMENTS OF A PUBLISHER

Charity Parris

It's widely believed that publishing only consists of editors, writers, and artists. And while those careers are a critical part of the business, they make up only a fraction of the field. Publishing encompasses a wide range of backgrounds, personalities, and skill sets. It's the diversity across departments that makes for a successful and fulfilling publishing company.

Many individuals working in publishing don't even have a literature or writing degree. That said, skills picked up from various work and educational backgrounds are highly needed and valued in the industry. Publishing companies look for transferable skills such as communication, critical thinking, initiative, teamwork, organization, and time management.

The biggest takeaway is that an English degree is NOT the only way to get into publishing. Transferable skills are KEY.

Editorial

Big Picture: This department acquires, negotiates, develops, and edits book projects in a manner that leads to the most successful publication process and outcome.

Day-to-Day: Members in this department work directly with authors, agents, and editors. They participate in editorial, design, and marketing meetings. They also work closely with all departments.

Who Thrives in Editorial? Individuals with a strong sense of imagination, organization, and curiosity work well in this area. Those in editorial have an eye for detail with tasks like combing through manuscripts and keeping multiple projects organized. They also are excellent communicators as they have regular contact with authors and other publishing staff. Acquisitions editorial is a great fit for an individual able to balance independent and collaborative work.

Marketing

Big Picture: This department gives a voice to each book and helps that voice reach the desired audience. The main responsibilities here are facilitating marketing strategies for each title through advertising, PR activities, and promotions.

Day-to-Day: Members in the marketing department work directly with authors. They also write copy for social media, newsletters, pitch emails, etc. Technical skills that are used in marketing include: writing, copyediting, proofreading, analyzing data, and using digital publishing software.

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Who Thrives in Marketing? It may come as a surprise that marketing makes up a large part of the industry. Contrary to popular belief, publishing is not a field only suitable for introverted personalities. Marketing is a great fit for individuals who value environments that prioritize relationship building.

Publicity

Big Picture: All books need different types of publicity, and it's up to this department to make that decision. Publicity's goal is to identify the target audience for a book then decide what media is best for reaching that audience.

Day-to-Day: Members of this department promote books through mass mailings of books before they reach publication. This is how book reviews that are printed about new releases are obtained. They also arrange author tours, radio and television appearances, readings, and signings. Publicists synthesize a book's complexities and points of interest to the general public. Tasks in this area also include writing personalized book pitches to journalists and providing authors with media training.

Who Thrives in Publicity? Individuals find their way to book publicity from a variety of backgrounds. It's an excellent fit for strong communicators and detail-oriented people. Individuals who work in this sector stay up-to-date on emerging trends, making sure to always be looking out for journalists who may want to cover the books they are working on.

Sales

Big Picture: This department is responsible for ensuring books are available to readers everywhere books are sold, primarily by creating and maintaining customer relationships.

Day-to-Day: Members of this department contact traditional bookstores, retail accounts, libraries, academic institutions, book clubs, and online vendors. They maintain a direct connection to the financial well-being of the company and regularly provide input on the production of titles to best assure maximum sales.

Who Thrives in Sales? Individuals who are skilled in establishing and maintaining meaningful relationships will work well in this department. Those in sales are well-informed on the needs and desires of customers, and they work to meet them in a way that

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ensures customer satisfaction. The ability to intentionally engage with multiple personalities and subject matters is a useful skill here.

Production

Big Picture: This department is responsible for managing the production and manufacturing of each title. It acts as a liaison among editorial, design, and outside vendors to create and distribute the final product.

Day-to-Day: Members of this department complete the hands-on tasks in preparing a manuscript for publication such as typesetting, checking proofs, designing, packaging, and manufacturing. On the tech side, these individuals also work with publishing software and metadata to launch print books, ebooks, and audiobooks. Expertise developed in this department include proofreading, printing, and familiarity with digital publishing software.

Who Thrives in Production? This department is a great fit for detail-oriented individuals who are drawn to organization and order. Members of this department become familiar with the nitty-gritty details of printing and digital technology. Production is ideal for anyone interested in taking part in the entirety of a book's life cycle—from its arrival as a Word doc to its final form in a bookstore.

Design

Big Picture: This department is responsible for creating covers and interior designs for books. It has a large impact on a book's marketability and sales potential.

Day-to-Day: Members in this department generally maintain direct contact with the editor, marketing director, and publisher of the title. Tasks include researching photo and art databases to find graphics, securing permissions for artwork, and negotiating final decisions on book designs. Areas of expertise that apply to this position include digital publishing software, composition and layout, and graphic design.

Who Thrives in Design? As the name suggests, this department is a great fit for creative individuals. People adept at bouncing ideas off others until ultimately reaching a final decision will work well here. A balance between creativity and communication will take someone far in the design department.

Information Technology

Big Picture: This department is responsible for creating and maintaining the application and data architecture of all databases.

Day-to-Day: Members in IT work with

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publishing software, handling back-end and front-end technical inquiries to streamline user experience. Skills and interests that apply to this department include knowledge of data analytics and digital publishing software.

Who Thrives in IT? With an increasingly digitized society, the need for technology-savvy individuals in publishing is as strong as ever. This department is an excellent fit for those with a mind geared toward innovation and problem-solving. From coding to UX (user experience) to accessibility, there is ample opportunity for tech novices and experts to flourish in publishing.

Finance

Big Picture: This department is responsible for concluding the potential profits and costs of each book. It regularly communicates updates on this information to the personnel involved in all areas of publishing.

Day-to-Day: Members of this department account for all revenue and expenses, produce income statements and budget plans, and process account payments. They also manage royalty payments such as cash accounting, tax remittances, and asset tracking. A large portion of tasks include daily interactions with vendors, authors, and other departments.

Who Thrives in Finance? This department is an ideal fit for business-minded creatives with a personable nature. Contrary to popular belief, individuals in this department spend most of their time solving problems rather than processing invoices. Those who do well in finance are excellent communicators and empathetic solutionists.

Rights & Permissions

Big Picture: This department is responsible for generating revenue by selling the rights to publish the company's titles in other languages and markets while protecting authors from having work stolen.

Day-to-Day: Members of this department deal with copyright and focus on revenue primarily from granting permissions. The daily tasks of this division are varied because they are tailored to each individual request. The inquiries range from professors requesting to copy an article for class to other publishers asking to include a copyrighted article in a reprint or anthology.

Who Thrives in Rights & Permissions? This department is suitable for those looking for a multifaceted and unique work experience. Tasks and requests look different day-to-day, in a way that keeps things fresh yet orderly.

RESUME BUILDING

Cordero Estremera

What is a Resume?

Harvard College defines a resume as "a concise, informative summary of your abilities, education, and experience." It should highlight your strongest assets and skills, differentiating you from other candidates. Although, a good resume alone won't get you a position, it is an important factor in obtaining an interview.

The resume acts as one of your first opportunities to market your brand, accomplishments, expertise, and transferable skills. The language used to describe your experiences is as important as the experiences themselves because employers receive thousands of resumes, and some even use Artificial Intelligence to sift through these piles for keywords and certifications. How do you distinguish yourself from the crowd?

General Resume

You can share this document with individuals who you are networking with to provide a quick snapshot of your skills and experience.

The goal of this document is to provide the reader with an understanding of what you have to offer given the employers' unique needs. On this document, it's also encouraged to include any awards, honors, publications, or grants. This is also an opportunity to highlight any involvement in projects or associations.

Create a document that records all of your credentials, professional and educational experiences, etc. Detail any and everything you did in each position. You can refer to this over time as you pull out relevant parts for the resume you need at that time.

Don't sell yourself short when it comes to experience and transferable skills. We recommend that you detail all that you did in each position. You can always cut information that you deem less relevant or important in the future, so document everything!

Research the company to identify its unique needs and consider how you might highlight your skills to show you're able to meet those needs. Take language from the job description and apply it to the resume where possible.

It's best practice to use a chronological format, but you may need a functional format if you're switching industries.

I can't emphasize enough that there are no 'useless' work experiences. Transferable skills

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are the backbone of the publishing industry. Often, we may sell ourselves short or want to appear humble. However one can be confident and respectful at the same time, so I remind you to recognize the value of boldly presenting your experience to your desired employer.

Functional Resume

A functional resume communicates your skills rather than your work history. Its goal is to prove to the reader that you can complete the tasks required for the desired position. It begins with an in-depth overview of your professional skills and qualifications, which typically involves a bulleted list under each entry that concisely explains how you have used the skill successfully in the workplace.

Note: A functional resume lists your skills and experience without any dates. It groups them this way to keep the attention on skills rather than employment timeline.

Use this if you...

• have gaps in your work history

• are reentering the workforce

• have frequently changed jobs

• are looking to transition into new careers

• don't fit the mold of what recruiters are looking for

Note: A functional resume emphasizes your transferable skills and allows you to steer away from employer questions intended to discredit your work experience.

Chronological Resume

A chronological resume lists your work history and accomplishments in reverse chronological order. This means that your most recent job is listed first, followed by each of your previous positions, ending with your earliest (typically up to a combined 10-year period).

This resume usually includes an objective statement at the top of the page. It will also feature your educational background, either alongside your certifications or in an individual section. Your skills and other qualifications are typically listed toward the bottom of the page.

Use this if you...

• are a current student or recent graduate

• have experience in a specific industry

General Guidance

• In your resume's body, use bullet points over narrative form. Bullet points are easier and quicker to read, which helps boost the chances of the reviewer spending more time with your resume.

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• Quantify your tasks and skills to show the scope of responsibility or achievement. Attaching a number to your accomplishments allows the employer to quickly measure your productivity.

• Look for any format deviations (e.g., bolding names of employers, adding punctuation after each bullet point, the spacing for dates). Again, consistency reigns supreme.

• Use font sizes between 9 and 12 points, depending on style. Readers shouldn't have to squint to read the words.

• Your margins can be as small as .5" all around. Don't go larger than a 1" margin.

• You want your experience to be the highlight, not graphics or color unless it's relevant to the industry or position.

• Include your LinkedIn profile in the header as a hyperlink.

• Proofread and double-check spelling; grammatical errors could indicate a lack of attention to detail.

Job Search Websites

These are some job search engines and websites specific to the publishing industry. Many of them possess subscription services which allow you to get weekly or monthly newsletters that include job postings. We recommend creating

an account on the respective websites and subscribing to these free newsletters.

• Shelf Awareness

• Publishers Weekly

• Publishers Marketplace

• AUPresses (Association of University Presses)

• Check publisher websites

RESUME POWER VERBS

Administrating	Executing
Anticipated	Administered
Commissioned	Collected
Developed	Completed
Evaluated	Conducted
Forecasted	Distributed
Identified	Exercised
Organized	Installed
Prepared	Operated
Prioritized	Prepared
Revised	Performed
Strategized	Produced
Tailored	Proofed
Validated	Prospected

Supervising	Organizing
Accelerated	Assigned
Adjusted	Authorized
Corrected	Cataloged
Enlisted	Coordinated
Inspired	Customized
Lead	Delegated
Managed	Designed
Supervised	Established
Transformed	Facilitated
Screened	Implemented
Coordinated	Incorporated

NETWORK BUILDING

Kristy Towson

Networking is a powerful tool for job seekers and career changers, especially those who are underrepresented in their desired fields. Building and maintaining a strong professional network is not only about getting jobs—it's building relationships with like-minded people in order to offer each other guidance and support. Making the right connections can open doors that would otherwise remain closed.

What Is Networking?

Career networking in publishing is about building a web of contacts—writers, editors, agents, publishers, and other literary professionals—who can provide support that may lead to job opportunities or professional development. The goal is to exchange ideas pertinent to your careers, learn about industry trends from different perspectives, and to offer as well as to receive advice on professional development, all while maintaining a genuine connection with your network.

Communication is key in networking. You must be clear and articulate your thoughts and ideas effectively. This includes both verbal and written communication. Be prepared to discuss your experiences, your work, and what you're seeking in the publishing world.

Strong interpersonal skills are vital for making meaningful connections. These include: **active listening, empathy, confidence, courage,** and **desire**.

Active Listening: Pay attention to what others say and offer feedback that shows you understand.

Empathy: Understand and share the feelings of others, which helps build stronger relationships.

Confidence: Believe in your abilities and convey your strengths, being careful to avoid appearing arrogant.

Courage: It takes courage to reach out to new people. Remember that the worst they can say is no, but they might say yes! Don't let fear hold you back from making the first move.

Desire: A genuine desire to learn and grow will shine through your interactions. Share your enthusiasm for the work, books, and opportunities to contribute to the industry.

Who Should You Network With?

Sphere of Influence: Map out your personal network, also known as your sphere of influence. This includes friends, family, and acquaintances who may provide introductions or insight into the publishing domain. Their

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collective wisdom and connections are invaluable assets whether you are actively looking for job or open to new opportunities.

Associations: There is a vast sea of associations that cater to publishing professionals, such as Bookjobs.com and Publishersmarketplace. com. These resources offer an extensive list of publishing organizations that may help you broaden your outreach.

Mentors: Seek out individuals whose careers reflect the trajectory you aspire to. These potential mentors may be willing to share knowledge, offer advice, and possibly advocate for you. Their guidance can illuminate the path forward and help you navigate the complexities of the publishing industry.

Colleagues: Current and past colleagues can be instrumental in expanding your professional network. These individuals understand your work ethic and strengths, and they can offer peer support or introduce you to other industry insiders.

Referrals: Don't underestimate the power of a referral. Engage with contacts who can vouch for your abilities and recommend you for positions. These endorsements can significantly increase your visibility and credibility amongst potential employers.

Professors: Finally, tap into the academic community, especially professors who specialize in publishing or related fields. Their depth of knowledge, industry experience, and academic connections can serve as a springboard into your desired career path.

When Should You Network?

Networking should be an ongoing effort throughout your career. Ideally, the best time to begin networking is before you need a job. This allows you time to create genuine relationships with others in the industry without the pressure of seeking immediate employment.

It's essential to have clear goals. Ask yourself these questions:

• What specific roles in publishing are you aiming for?

• Which skills do you want to learn or improve?

• Who are the professionals that can influence your journey?

Understanding your career trajectory will not only help you identify relevant contacts but also arm you with topics for engaging conversations. You want to surround yourself with people who understand where you aspire to be and can provide guidance or opportunities that align with those ambitions.

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When establishing new connections, set the intention of your networking relationship early on. Be transparent about your aspirations and interest in the publishing field. Remember, networking is a two-way street; consider how you can add value to the relationship. Ask yourself if you can offer a fresh perspective, if you're able to volunteer assistance at events, or contribute to their work in some meaningful way?

Be sure to approach networking with the mindset of building lasting professional relationships. This approach involves more than simply advancing your career. By being sincere and focused, you pave the way for mutually beneficial associations that could support your journey toward landing a foothold in the competitive publishing world.

Where Should You Network?

- LinkedIn

- Events

- Webinars

- Conferences

- Bookfairs

Remember to think outside the box. To learn how to set up a LinkedIn profile that drives results, click here.

Pros & Cons of Networking

PROS

- **Expands Your Reach:** Networking introduces you to people and resources you might not find on your own.

- **Improves Job Prospects:** As mentioned, a significant number of people find jobs through connections.

- **Enhances Knowledge:** You learn from the experiences and expertise of others.

- **Builds Confidence:** Interacting with industry professionals can boost your self-assurance.

- **Access to Hidden Job Market:** Many publishing jobs aren't advertised. Networking can reveal these hidden opportunities.

- **Industry Insights:** By connecting with professionals, you gain valuable insights into trends and changes within publishing.

- **Mentorship Opportunities:** Experienced individuals can offer guidance and advice to help you navigate your career path.

- **Collaboration Possibilities:** Networking can lead to partnerships or collaborations on projects that can enhance your portfolio.

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• **Increased Visibility:** The more people you know, the more likely your name will be mentioned when opportunies arise.

Remember: 70% of people get jobs through connections, and 61% agree that interacting with professional networks can lead to a job.

CONS

• **Time-Consuming:** Building a network takes time and effort. Assessing the amount of energy you can give to this task is important.

• **Can Be Overwhelming:** For some, networking events can be intimidating.

• **No Guaranteed Results:** There's no certainty that networking will lead to a job, so managing expectations is crucial.

• **Maintenance Required:** Relationships need ongoing attention to stay strong.

How Should You Network?

Don't ask before giving. Give first: Building a network isn't just about what others can do for you; it's about forming genuine connections and offering value to others. Before you ask for assistance or favors, think about how you can contribute to your new connection's world. This could be in the form of sharing an article, providing a thoughtful introduction, or offering your expertise in a relevant area.

Think long game: The most fruitful relationships are those built over time. Focus on cultivating deep, meaningful connections rather than collecting contacts. Be patient and persistent—it may take time to see the results of your networking efforts, but the quality of these relationships will prove more beneficial in the long run.

Follow through promptly: Reliability is key. If you commit to something during a networking interaction, make sure to deliver on that promise in a timely manner. This helps build trust, which is crucial in establishing a strong professional reputation.

Thank others for their time: Expressing gratitude is not only polite but also reinforces the positive experience you've shared. A simple "thank you" note or email goes a long way in acknowledging the effort others have taken to assist or meet with you.

Provide updates on your successes: Letting people know how they've contributed to your progress is immensely satisfying and encourages them to continue supporting you. Share with them your achievements and successes that were made possible through their help, as this also shows the tangible impact of their support.

FINDING A WORKPLACE-FRIENDLY PRESS

Paige Holley

Looking for a new organization to begin the next step in your publishing career can be intimidating. The job market is unpredictable, causing certain aspects of the employment process to be overlooked. Finding a press that upholds policies and practices that create a safe and productive environment for all personnel will benefit employees, while also forcing the publishing industry's standards to rise.

Employee Benefits

When searching through pools of positions, it is safe to assume that details like one's potential salary, benefits package, responsibilities, and skill requirements receive priority level attention. Although this information is necessary, when job searching, it should not be the only factor considered. A new career has the power to significantly impact an individual's everyday life, so it's important to seek out an environment that prioritizes staff needs.

A prioritized staff leads to an overall improvement of employee happiness and company productivity. This mutually beneficial relationship promotes open communication, creating an atmosphere that allows diverse and creative ideas to be heard and developed.

More employees than ever are lobbying for flexibility regarding scheduling, an increase in mental health benefits, and the protection of their overall well-being. For future applicants, these details of employment should be viewed as crucial when considering joining a new press.

For some companies, promoting workplace-friendly initiatives will result in dismantling traditional practices that have been in place for generations. However, if workplace culture is not taken seriously, those companies will most likely see a decline in company morale and productivity due to poor work environments.

In a research report created in 2022 by LinkedIn's Global Talent Trends regarding the "Reinvention of Company Culture," research showed that workplace culture is rapidly changing following the COVID-19 pandemic.

Data shows that professionals are prioritizing work-life balance over monetary gain. Employees are happier when part of companies that allow flexibility through remote, hybrid, and in-person work environments. The study also highlights that this is the first time since the industrial revolution that companies have been forced to reevaluate with a focus toward employee needs.

With that, applicants must address what benefits they value in their work life.

FINDING A WORKPLACE-FRIENDLY PRESS

Paige Holley

Individuals employed in a organization with a negative culture are experiencing more mental and physical health difficulties compared to employees in a positive workspace. Although having a place of employment is the goal, applicants should consider the potential labor that goes into dealing with stress-related health issues and ask themselves if it is an appropriate price to pay for employment.

The study concluded that the shift we are seeing is not about "tools and technology," but mindsets. Society is rethinking the values and standards we hold companies to.

The only way for workplace culture to effectively change is if applicants take the initiative to demand what they deserve.

Importance of DEIA Initiatives

Diversity, equity, inclusion, and access (DEIA) represents an approach and set of practices intended to promote values that instill equality into the foundation of companies, ensuring that all parties involved are receiving the same opportunities despite having different socio-demographic backgrounds.

Many marginalized groups continue to be systematically oppressed in the workforce due to a lack of innovation, learning, and growth.

This results in the continuation of harmful ideologies that promote workplace toxicity and harm underrepresented employees.

When searching for a new publishing company, finding an organization that actively takes steps to promote and enforce DEIA statutes should be a priority because it promotes qualities that positive work environments possess.

Job listings are the first form of contact between future employees and employers. The information in the description is what companies find most important and think applicants should know before anything else.

The more information you know about an organization, the better chance you'll have of finding a workplace that makes individuals comfortable and capable of effectively handling workloads. Studying a job description can be an opportunity to see what values a company follows and presents to the public.

FINDING A WORKPLACE-FRIENDLY PRESS

Paige Holley

Research

After finding a company that's piqued your interest, it can be valuable to conduct research to discover if an organization is workplace-friendly and shares your drive and passion. The information you find here can be informative and useful during the interview stage.

Using Johns Hopkins University Press as an example, when looking at the website, viewers are instantly greeted with the latest publications and news involving the Press. This provides further insight into the company's values and work ethic.

One value that the JHU Press emphasizes to the public is inspiration, stating, that as a company, they strive to further "bursts of creativity and new ideas that ignite ingenuity and propel [them] forward, honoring the spirit of innovation." Being able to freely express thoughts and ideas should be prioritized if the ultimate goal is lasting success. The enjoyment and privilege of being a part of a press that promotes the spread of diverse, informative, and inspirational literature is something that every individual in the publishing industry should experience. Whether they are authors, editors, or proofreaders, everyone's presence must be valued for a press to truly be considered a positive workplace.

Confidence Is Key

The better a position is, the larger its pool of applicants will be, making your resume harder to stand out amongst the sea of applicants. It is normal to receive a few polite "Thank you for your consideration. However, we regret to inform you" automated emails. Eventually, there will be an email requesting to schedule an interview or asking for more information.

If an environment that allows employees to work independently, with added guidance, is preferred, then you should bring that into the discussion. Any aspect that applicants believe will contribute to the overall wellness and engagement of their employment should be brought to hiring managers' attention. It is not about giving the right answer, but rather providing an answer that you are prepared to uphold in real life.

The purpose of finding a workplace that promotes the spread of ideas, while making their core motives and goals known, is so that applicants have the best chance at landing a position that allows them to succeed in a space they feel comfortable. However, all efforts will be deemed futile unless important questions are being asked during interviews, and applicants are making known that they are considering all details.

FINDING A WORKPLACE-FRIENDLY PRESS

Paige Holley

Interviews are meant to be a space where two parties see if they are compatible. So, do not be afraid to ask questions, and if you need help there are many resources available to provide advice and information.

Here are a few questions applicants can ask during interviews to uncover more information on a company's workplace culture:

• Do employees have access to any wellness programs? If so, could we discuss how those programs work and impact the company's atmosphere?

• What do you expect the person in this position to achieve within the first year of employment?

• What does success look like in this position?

• How does the company ensure diversity, equity, inclusion, and access are always being promoted and expressed?

• Does this position offer opportunity advancements? If interested in progressing through the company, what expectations are set to get started on the right track?

• What is your favorite aspect of working here that can't be found anywhere else?

• Can you describe any recent projects you have enjoyed participating in?

Final Thoughts

If authors aren't writing, then there will be no books. If there are no editors, then books will be riddled with errors. Without graphic designers or illustrators, the only interesting thing about a book will be the words inside. Without marketers, readers will likely never know a book existed. Finding a press that already has or is working toward creating a healthy workplace culture is beneficial to all parties involved because the world of publishing is and always has been a team effort.

Without a collective workplace balance, quality literature is at risk of being tainted, and readers across the world will be negatively impacted. It is hard to speak out against the norm, but the alternative is far worse. The future of publishing relies on those who love and respect the industry enough to strive for the highest quality. If applicants continue to push the boundaries and expectations of presses, readers will never be neglected, and the importance of literature will never be forgotten.

LOOKING AHEAD

Takeaways and Next Steps

As you venture into your search for a position within publishing, we'll close with a few takeaways. We encourage you to remember...

Transferable skills are crucial. From customer service to project and personnel management to administrative experience, there is a role in publishing for each of these skills and others like it. Lots of the skills within this industry are not specific to the literary world. Regardless of where you start, there are presses out there excited to meet you where you are!

In your **application materials**, be as personable and specific as possible. As a reminder, resumes are critical to the job hunt. Each position is unique, so ensure your application documents are a reflection of that. Remember to quantify your accomplishments and previous tasks. Numbers have a loud voice on resumes!

There is power in **networking**. Relationships are the cornerstone of publishing, and they will serve you in every stage of your professional development. There is always room to learn, and a wide network provides you information and insight you can't find on the web. Remember, networking is a two-way street. The novice has as much to offer as the seasoned professional.

To close, we'll highlight the importance of **workplace-friendly** organizations. We'd like to remind you that, ultimately, this job search is about you. It can be tempting to apply for any and every position, and then to accept the first offer you receive. However, your livelihood is of the utmost importance, which is why it's crucial to seek out workplaces that value maintaining a positive, healthy lifestyle. Here are a few things to review as you search for a workplace-friendly press: benefits, DEIA initiatives, mission statement, non-salary compensation.

In your search, remember to make sure the way prospective organizations handle these factors align with your own values. At the end of the day, the tools and advice from this guide are for YOU—with your career and your professional development at the forefront. It is our hope that you're able to use what we've created in your search for a rewarding career in publishing!

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