



Manuscript Editor는 무슨 일을 하는가?

조혜민

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Manuscript Editor의 정의

- ◆ Manuscript Editor: 원고편집인?
- ◆ Copy Editor

Features

“Copy Editor” vs “Manuscript Editor” vs . . . : Venturing onto the Minefield of Titles

Cheryl Iverson

In the spring of 2003, a request from a copy editor at the *Journal of the American Medical Association (JAMA)* was taken to the senior staff meeting for consideration: Could the copy editors' title be changed to manuscript editor, a change that would—the requestor felt—better reflect the scope of work done and help gain the editor the respect needed

Figure. Job description for a JAMA/Archives manuscript editor, as posted on the CSE Web site in June 2003.

Manuscript Editor

You will edit scientific articles written by physicians and researchers for a specialized medical readership of clinicians and academicians. You will edit technical medical copy on an electronic publishing system for clarity, accuracy, precision, readability, technical and structural accuracy, and strict conformity to AMA style. You will substantively rewrite all copy as necessary, particularly for authors whose first language

Manuscript Editor의 역할

edit scientific articles written by physicians

AMA style

Manuscript

rewrite all copy as necessary

technical terms, drug names, correct units of measure, reference citations,

edit charts and graphs, tables

liaison

medical re technical medical
copy on an electronic publishing system. You will ensure clarity, accuracy, precision, readability,
technical and structural accuracy, and conformity to AMA style. You will sub-
stantively rewrite all copy as necessary, particularly for authors whose first language
is not English. You will perform research for clarification and verification of medical
terms, technical terms, drug names, correct units of measure, reference citations,
medical product names, and medical manufacturers' and institutions' names and
locations, as well as perform mathematical conversions to the international system
of units (SI). You will also edit charts and graphs, tables, and equations to conform
to AMA style and to ensure the integrity and clarity of tabular and graphics content,
and you will create tables from prose, make tables into prose, or combine tables as
appropriate. In addition you will negotiate the approval of edited copy and perform
liaison duties between the author, the editor, and other editorial and production staff
members.

Medical Editor

- ◆ **Proofreading and Copyediting:** We edit all materials to meet the requirements of the American Medical Association. We edit for sense, style, preferred usage, and correct grammar. We eliminate jargon. We change words to ensure consistency in tense and format. We edit for proper spelling, punctuation, and capitalization.
- ◆ **Substantive Editing:** When needed, we will rewrite sentences, eliminate redundancy, restructure paragraphs, and condense materials so that your manuscript clearly and effectively presents its information to your intended audience.
- ◆ **Formatting:** We format the abstract, references, tables, figures, and legends so that they conform to the journal's instructions to authors or to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.
- ◆ **Reference Accuracy:** We ensure the accuracy of all references by verifying them through PubMed.

역할1 – 원고의 수정

- ◇ 투고규정에 맞추어 작성되었는지 확인
 - ◆ 원고에 필요한 항목이 모두 있는지
 - ◆ 쪽번호가 규정에 맞추어 있는지
 - ◆ 원고가 2줄 간격으로 작성되었는지
 - ◆ 각 항목이 새로운 페이지에서 시작되는지
 - ◆ 본문의 번호가 올바른지
- ◇ 각 항목의 내용 검토
 - ◆ 저자, 소속이 명확하게 연결되는지
 - ◆ 초록의 길이는 적절한지
 - ◆ 약어 풀이가 제대로 되었는지, 단위 앞은 띄어쓰기를 하였는지
 - ◆ 본문의 참고문헌과 참고문헌 목록의 내용은 일치하는지
 - ◆ 표의 줄이나 각주 등이 올바른지
 - ◆ 그림의 선명도, 설명 표시 등이 바로 되었는지

역할 2 – 데이터 확인

- ◆ 저자명, 소속 표기 통일
- ◆ 저자 키워드 -> MeSH로
- ◆ 참고문헌 -> PubMed 등을 통해 확인

역할3 - 이중게재 확인

- ◆ 투고된 논문이 타 학술지에 게재되었는지 확인
- ◆ 1-2년에 한 번씩 최근 2년간 게재된 전체 논문을 검색하여 동시 투고하여 중복게재된 논문이 없는지 확인

역할 4 - 맞춤법 및 문장수정

- ◆ 오타, 영문 Spelling, 국문 맞춤법 등 체크
- ◆ 어법에 어긋하거나, 불필요하게 중복된 문장 수정

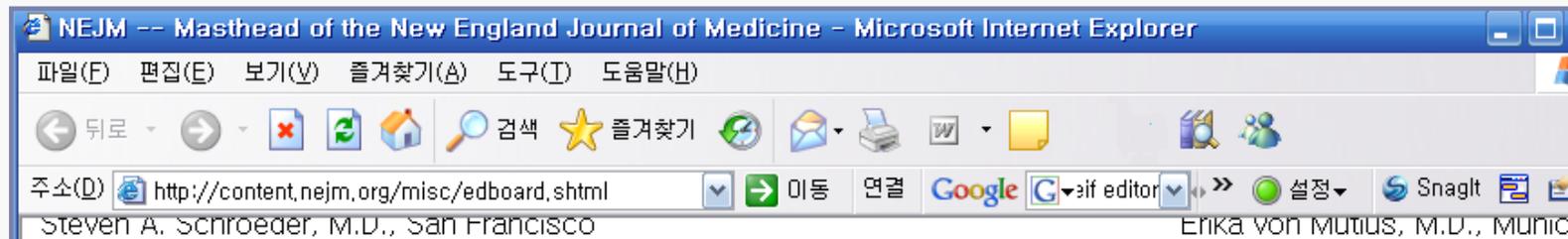
역할 5 – 해외 DB 등재 노력

- ◆ DB별 등재 기준 정리 및 지속적으로 새로운 정보를 입수하여 편집위원에게 알림
- ◆ 해외 학술지 배포 기관 선정, Letter 작성, 우송
- ◆ 학술지 Impact Factor 계산

역할 6 - 기타

- ◆ 투고규정 점검
- ◆ 학술지 홈페이지 구성
- ◆ Endnote 교육, Output Style 작성
- ◆ 교육 (참고문헌 작성법 등)

외국 ME 현황 - NEJM



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JAMA

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APA ME 구인광고

Manuscript Editor 1 (Multiple Positions)

Journals

The Journals Department of the American Psychological Association is seeking multiple Manuscript Editors. After completion of a 12-week training program, this person will be responsible for copyediting manuscripts for consistency, correctness of grammar and punctuation; adhere to APA editorial style for text, figure presentation, table layout, references; type specifications, and work with authors concerning manuscripts and proofs.

A Bachelor's degree in English, publications, psychology, and one year of copyediting experience for periodicals or technical publications, to include online copyediting experience. APA style experience, scholarly publishing or periodicals experience, publications certificate helpful. Excellent computer skills and the ability to sort data in Excel spreadsheets or in databases required. This position requires an editorial test at time of application.

The American Psychological Association is a large membership association with over 148,000 members worldwide. APA offers a location convenient to the Union Station Metro, and an excellent benefits package. Qualified applicants please forward your resume and cover letter, including salary requirements to: APA Human Resources 750 First Street, NE Washington, DC 20002; [Email](#); Fax: 202-336-5501.

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Prices

시간당 비용: \$65 평균소요시간: 4 시간 건당: 260\$

- Our standard rate is \$65 per hour.
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- Simply [e-mail](#) your manuscript to us, with the document attached as a Microsoft Word file. We will edit your manuscript using Word's revision function and return it to you usually within 5 business days.

Rates for students and residents:

- We encourage students and residents to contact us with a budget in mind. We understand the financial constraints of these positions, and we make every effort to work with persons who need our services.

To estimate the cost of your document, consider this:

- Most documents are double-spaced with approximately 250 words (or 1500 words and spaces) on a page. To edit, fact-check, and format a well-written 25-page manuscript, including references, usually takes about 4 hours. More lengthy, or very complex materials, or materials written by non-English speakers, will take longer.

국내 사례

- ◆ 학회 직원: 학회 직원 중 학술지 편집 업무만을 전념하면서 원고편집 업무를 익힌 경우
- ◆ 편집위원장 소속 기관의 직원: 편집위원장이 소속한 대학(병원)의 직원으로 편집위원장을 도와 원고 편집 업무를 익힌 경우
- ◆ 의학도서관 사서: 의학도서관 사서로 소속 대학교수의 편집일을 지원하는 경우
- ◆ Freelance: 전직 의학도서관의 사서나 문헌정보학 학위과정생 중 특정 학술지 편집업무의 일을 하는 경우

국내 사례 - 기관

- ◆ 의대도서관에서 “의학논문작성지원 서비스” 실시, 소속 기관 의료진 논문 수정
- ◆ 특정도서관과 학회간 협약: 개인이 아닌 기관에서 ME의 역할 수행

ME의 원고 편집 시점

- ◆ 논문 투고 직후
- ◆ 논문 게재 확정 이후

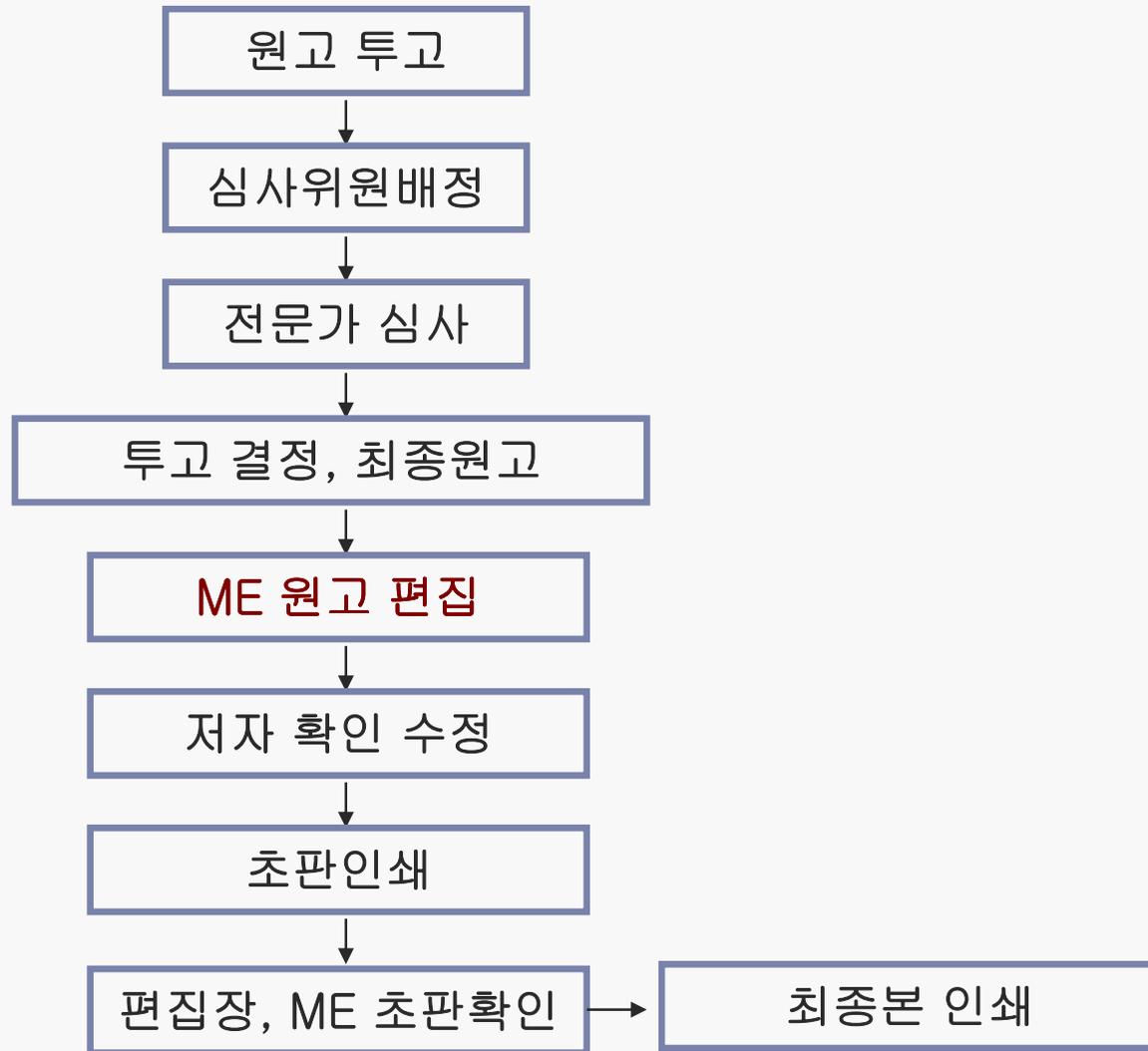
원고편집시점 1: 논문 투고 직후



논문 투고 직후 편집의 장단점

- ◇ 적용:
 - ◆ 투고 논문 대부분이 학회 회원일 때
 - ◆ 논문게재율이 높은 경우
- ◇ 장점
 - ◆ 교육적 효과
 - ◆ 내용 중심의 정확한 심사
- ◇ 단점
 - ◆ 낭비 요인
 - ◆ 이차수정 필요

원고편집시점 2: 게재결정 후



게재 결정 후 편집의 장단점

◇ 장점

- ◆ 경제적

◇ 단점

- ◆ 저자 확인 시간이 부족한 경우 발생
- ◆ 내용 중심의 심사가 어려운 경우 발생

누가?

- ◆ 학력: 대학, 대학교, 대학원
- ◆ 전공: 국문과, 영문과, 신문방송학과, 문헌정보학과,
- ◆ 경력: 편집, 의학사서
- ◆ 정규직, 임시직, Freelance

필요한 자격

- ◆ 학술 논문에 대한 기본적 지식
- ◆ 의학분야/의학용어에 대한 배경 지식
- ◆ 영문/국문 편집 능력
- ◆ 의학분야 DB에 대한 이해 및 검색 능력
- ◆ 논문작성 Tool (Endnote 등)에 대한 이해
- ◆ 학술지 Online 서비스에 대한 이해
- ◆ 출판과정에 대한 이해
- ◆ 국내 학술지 발전에 대한 애정

Freelance ME의 비용

- ◆ 인건비 기준: 평균 인건비,
주5일 근무기준, 건당 4시간 소요

전문대졸	1,700만원
대졸	2,000만원
5년 경력	2,700만원
10년 경력	3,100만원
15년 경력	3,600만원
20년 경력	4,200만원

- ◆ 한 달간 처리 가능 건수: 40건
- ◆ 대졸초임 기준: 5만원/건
- ◆ 선택적 편집 가능: 참고문헌 수정 2-3만원/건