

OXFORD  
UNIVERSITY PRESS



Oxford University Press India  
Global Academic Publishing  
Internship Programme 2016



## OXFORD UNIVERSITY PRESS

In the realm of publishing and knowledge, the place occupied by the Oxford University Press (OUP) is unparalleled. It is the largest university press in the world and the second oldest. Today, OUP publishes in more than 40 languages, with a presence in 52 countries worldwide.

Oxford University Press is a department of the University of Oxford. It was founded to further the University's objective of excellence in research, scholarship, and education by publishing worldwide. Its first book was printed in Oxford in 1478, just two years after the first printing press was set up in England.

From the late 1800s OUP began to expand significantly, opening its first overseas office in New York in 1896. Other international branches followed, including Canada (1904), Australia (1908), India (1912), and Southern Africa (1914).

We offer an enormously diverse range of books, journals, and online services—we publish dictionaries, schoolbooks, academic and professional titles, English Language Training books, scholarly and reference databases, general interest books, children's books and even sheet music—in a variety of print and digital formats. We publish around 6,000 new titles worldwide annually!

To know more about OUP, please visit [www.oup.com](http://www.oup.com).



### Oxford University Press India

Well established in India for over 100 years, OUP India has long been an important publishing centre for the Press. From its first locally published book in 1912, it has expanded its output to include a wide range of educational and academic resources—from scholarly works and higher education textbooks to school courses, bilingual dictionaries, and digital resources for teaching-learning.

OUP India's sales network is today one of the widest among Indian publishers. Its editorial strengths have ensured that its publications are closely interwoven with local needs, while reaching a global audience. OUP India has four regional offices in Delhi, Mumbai, Chennai and Kolkata, with independent warehouses.

To know more about OUP India and its products, please visit [www.oup.co.in](http://www.oup.co.in).



### Global Academic Publishing

Representing the latest and most authoritative research, the Global Academic Publishing division publishes across a range of subjects. Books on economics and business, history, politics, law, and literature to philosophy and religion, sociology and anthropology, and gender studies reach out to students, teachers, and researchers. Alongside monographs, readers, handbooks, and edited volumes, the programme has launched online services and student-friendly textbooks. The Global Academic Publishing division of Oxford University Press India represents some of the best-known Indian academics and personalities of the last century—from S. Radhakrishnan, Jawaharlal Nehru and Mahatma Gandhi to Romila Thapar, Irfan Habib, Jim Corbett, Andre Beteille, Sudhir Kakar, U. R. Ananthamurthy, Girish Karnad, Amartya Sen, among many others. We are also on the forefront of discovering and nurturing the best academic minds of India.

You can connect with the Global Academic

Publishing division at  
[www.facebook.com/OUPAcademic](http://www.facebook.com/OUPAcademic).

### OUP India Global Academic Publishing Internship Programme

The Global Academic Publishing division of Oxford University Press India is offering paid internships in our Delhi office across its six main functional areas: **Commissioning, Editorial, Marketing, Sales, Demand Planning, and Production.**

The key objective of the internship programme is to allow graduates to gain a range of valuable skills and work experience, which will in turn support them with future applications within the publishing industry. It will also be a chance to experience work and life at a leading university press.

The internship programme spans 8 weeks during the summer months (mid-May to mid-July).

The successful candidates will work on a range of activities for the eight-week period. Each will work within one of the main departments—Commissioning, Editorial, Marketing, Sales, Demand Planning, and Production. Intern hours vary based on department needs and the intern's schedule.

### What We Are Looking For

The work we do is fast paced, demanding, and intellectually stimulating. We are looking for dynamic candidates with a fresh outlook and excellent analytical and communication skills. You must have the ability to work well under pressure and tight deadlines. You should also be adaptable, able to manage projects independently and ready to assume a high level of responsibility as a team member. A well-rounded academic background with coursework in social sciences, humanities, management, commerce, or sciences (including medicine) is recommended.



## OUP INTERNSHIP EXPERIENCE

Our philosophy is this: if you're good enough to succeed in our application process, then you're good enough to assume real responsibility on the job. Could there be a better way of meeting your future colleagues than working next to them on a project? You can count on them to show you around and teach you the ropes.

An internship with us will be like a dialogue: your chance to talk to us and our chance to talk to you. And it's not just about the work. The social side of things has always been important to us, and through organized events and relationships you forge yourself, you'll be able to build a vital network of colleagues, mentors and friends for the future.

Internships are vital for us to meet our future leaders—and the majority of people who come and work with us during the summer end up working with us full time. An internship with us will be a short, intense, exhilarating, and memorable experience. Apply and find out for yourself! Here are brief profiles of the various functional areas that you will get the opportunity to work in.

### Commissioning

The Commissioning team is responsible for building up a publisher's list for specific genres. At OUP India, we work mainly on social sciences, law, medicine, and trade books. The commissioning editors are the key link between the initial proposal for a book or product and the published work, including post-publication sales, marketing, and author management. The job requires sound subject knowledge, good business sense, analytical and assessment skills, excellent communication and interpersonal skills, and the ability to juggle various tasks.

An intern would be taken through the following core areas of the profile:

- Assessing book proposals and manuscripts
- Doing a profit and loss analysis of a product
- Understanding the contractual process and the contract
- Market/readership analysis
- Liaising with authors, reviewers, desk editors, designer, sales and marketing team, and finance/accounts.

The intern will experience how a book idea is converted into a product.

### Editorial

One can never overemphasize the importance of Editorial in the publishing industry. It is one of the core functions of a publishing house. It is the editors who sieve through the text, lay it out, and bring it to life for the readers. Being an editor entails the challenge of balancing time and quality; deadlines and meticulousness; presentation and substance. It will bring out the best in you in terms of professional attitude. To be able to succeed in Editorial, you should have very high attention to detail, excellent academic credentials and communication skills, and A-grade time management and multitasking skills. As an intern with the Editorial department, you will get the opportunity to work on:

- Copyediting manuscripts written by some of the best minds of India
- Quality checking edited manuscripts to ensure that they meet the high standards of OUP
- Writing book blurbs that compel the reader to buy the book
- Giving ideas for cover designs that make our books stand out as a beautiful product
- Proofreading manuscripts to ensure that they are ready for the market and the reader

- Proofreading marketing materials to ensure accurate, and appropriate information

A stint with Editorial will leave you with professional rigour, high standards for the written text, and increased productivity skills—characteristics you need to succeed in any industry, any function.

### Marketing

The Marketing team creates innovative marketing strategies to engage audiences with the firm's products. The ability to prioritize and adjust to varying workloads is important, as well as adaptability and flexibility. A good level of reading and editing skills are required, to enable a person to quickly prepare communications to sell products.

An internship in Marketing may include:

- Helping on specific marketing campaigns—carrying out to brief and within budget. This may include product and discipline marketing, direct marketing, publicity, trade and other promotions, e-marketing campaigns, etc.
- Branding and communications support, including preparing and designing of catalogues, flyers, leaflets, etc.
- Building knowledge of authors and an awareness of competitors' and own performance (strategy/revenue/profitability, etc.) in order to develop marketing plans accordingly
- Supporting authors (including author letters, assistance with events and launches, invites, etc.)
- Identifying and contacting potential partners for tie-ups and promotions

### Sales

The Sales team works on the sales and product collection budgets through year-round product and customer promotions and customer-focused management of the territories across India.

An internship in Sales may include:

- Assisting the Sales team in institutional promotion, customer support and management, and other planned promotions to relevant channels and customers
- Following devised plans and strategies to drive the demand for our titles through engagement at faculty and library level
- Supporting the sales team to achieve the regional sales target for the division





## Internspeak!



**Radhika Moral**

Intern 2015 —  
Commissioning Team

'My internship at OUP led me to engage with a host of exciting areas as diverse as economics and colonial Indian history to gender theory and urban planning. The high point of this experience as an intern was getting to know the experts' works in these fields and figuring out the dynamics of the Indian publishing scene. On a personal front, it enabled me to reorient my perspective regarding interdisciplinary research. OUP has been a great place to be at and a very fine team indeed. I would want to come back again someday.'



**Fuzail Asar Siddiqui**

Intern 2015 —  
Editorial Team

'OUP's Global Academic India internship programme was very helpful in acquiring the fundamental editorial skills and it equipped me for any future editorial work. The internship provided the exposure to the different processes of editing including copyediting, quality-checking, and blurb-writing. The hands-on experience on various types of manuscripts was pivotal in learning the nuances of the editorial process. Moreover, the internship provided a great deal of information with regards to the formats of manuscripts, which is an essential prerequisite for any form of academic writing.'

## Production

Production is one of the core functions of a publishing house in which we are responsible for multiple tasks, starting from typesetting of a manuscript to its final publication. The Production team is responsible for converting a manuscript to a book. Our job is always challenging in terms of balancing deadlines and ensuring quality besides being meticulous. To be a successful production professional one should have technical understanding of typography, software like InDesign, Photoshop, Acrobat Professional, Pit Stop, etc., and a thorough knowledge of paper and print management. As an intern with the Production department, you will get the opportunity to learn:

- Cast-off that gives a tentative page extent of a raw manuscript
- Cost estimation of a project to share information with all stakeholders for profitability
- Typography to ensure that a typeset page looks good and ensures readability
- Image correction to ensure that they are printed well in the final product

## Application Process and Next Steps

The application and selection process has three stages:

1. Application
2. Interview
3. Selection

## Application

Please email the following documents to [nida.khan@oup.com](mailto:nida.khan@oup.com)

1. Your CV
2. A covering letter explaining why you are interested in an internship at OUP and the functional area in which you are interested in interning.

- Preflight checking of a file to ensure the printability of a PDF
- Colour management
- Quality assurance in printing, binding, packaging, etc.

## Demand Planning

The Demand Planning team's main focus is on stock management, manufacturing of reprints, and maintaining master data on the OUP core system. The program would provide you with an understanding of the fundamentals of demand management and planning, process flows, including roles/responsibilities and accountabilities.

An internship in Demand Planning may include:

- Product classification in respect to planning and management, which include demand forecasting, inventory planning, and order planning and replenishment
- Analysing data to measure various performance indicators, which lead to customer satisfaction
- Liaising with other areas of OUP India and within Global Academic division

We prefer softcopy applications. However, if you wish to send a hardcopy, please post it to:

**Nida Khan**  
(GAI Internship 2016)  
Oxford University Press, 1st Floor, YMCA Library Building, 1 Jai Singh Road, New Delhi - 110001

The selection committee will go through the applications received and the candidates eligible for the interview stage will be informed.

## Interview

There will be a single interview that will take place either in person or via Skype or video-conferencing.

## Selection

The candidates who are finally selected for the internship programme after the interviews will be informed through email regarding when they are expected to join and further details.

## Application Timeline



## Need More Information?

If you have any questions, please do not hesitate to contact us at [Nida.Khan@oup.com](mailto:Nida.Khan@oup.com)  
You could also call us at +91 (011) 43600300, ext. 211.