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Copy Editors Department – Ann Arbor, MI

Mathematical Reviews, a division of the American Mathematical Society, seeks candidates for a full-time copy editing position at its Ann Arbor office. The successful candidate will join a department of professionals working with cataloguers and mathematicians to prepare text for publication in MathSciNet, an online database providing reviews of current mathematical scholarship.

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- Edit mathematical manuscripts using a math typesetting markup system (LaTeX), ensuring accuracy, readability, proper English grammar, idiomatic usage, clarity and consistency of mathematical notation and formulas, and conformity to house style rules.
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- Proofread bibliographic data loaded daily into the MathSciNet database.
- Perform quality control on "ready to publish" reviews under supervision.

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