Company Profile

BFC Publications is dedicated to launch First Time Authors – To make their Publishing Journey Short and Smooth. Publishing packages are crafted after Multiple Rounds of Brainstorming, Research and Surveys so they are Best Suited for Authors. The company has a team of highly Energetic and Competent Pros assembled with one trait in common – Love for Books !

Company runs on the highest level of ethics and standard. Rigorous in house trainings and personality development process is an inherent feature of our System.

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Position-Proof reader (English/Hindi)

The candidates will be required to proofread for errors, the manuscripts submitted by the authors. They shall also be expected to suggest amendments for all the errors detected, and forward the proofread copy to their respective authors within the stipulated deadline.

Skills Required

- Read and evaluate written text for grammatical and typographical error.
- Liaise with writers and editors to determine the composition of specific texts in a document
- Compare typeset proofs against original copy to identify errors or omission.
- Use word processors and other specialized software to make changes on typeset documents.
- Evaluate the dimensions of page elements such as images, text spacing and positioning to ensure they conform to set specifications.
- Ensure page numbers are in the right order and not repeated or omitted.
- Analyse documents to ensure chapter titles match list of contents.
- Use symbols which are standard and recognized by printing and publishing companies
- Mark corrections highlighted by editors/authors and ensure they reflect on the master set proof.
- Rephrase written text to ensure document structure and content are consistent.
- Stay abreast with grammatical development as well as new terminologies in a language.
- Ensure illustrations are suitably captioned and referenced.
- Contact authors directly to clarify grammatical inconsistencies related to style and text choice.
- Forward proofread materials for approval and publication.
- Ensure project is completed within set time constraints.

Position: Proof reader

Qualification : Graduate

Experience: Min. 2 year

Location: CP-61, Viraj Khand, Gomti Nagar, Lucknow- 226001

Package: 15K – 25K

Contact detail :-

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