

Sireesha Gottipalli

Editorial Associate

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Qualified professional with over 6 years of extensive experience in the field of article publishing. Expertise in Gathering Data, Peer-Review, proofreading, Language editing.



Work History

**Jan 2022 -
Current**

Editorial Associate

Icodex Publishing Solutions, Pune

- **Proofreading:** Correcting grammar, punctuation, spelling, and typographical errors in written content.
- **Editing for Style and Clarity:** Ensuring that the language used is clear, concise, and adheres to the desired style guide (such as APA, Chicago Manual of Style, etc.).
- **Ensuring Consistency:** Maintaining consistency in language usage, formatting, and style throughout the document.
- **Adhering to Guidelines:** Following specific guidelines provided by the publisher, client, or organization regarding language usage and editorial standards.
- **Formatting:** Ensuring that the text is formatted correctly according to publishing or submission requirements.
- **Cross-Referencing:** Closely working with different type of articles, Checking references, citations, footnotes, and endnotes for accuracy and completeness.
- **Communicating Edits:** Clearly communicating suggested changes to the author or content creator, including queries for clarification when needed.
- **Deadline Management:** Meeting deadlines for completing edits and returning revised content to the appropriate stakeholders.
- **Collaboration:** Working closely with authors, writers, and other team members to achieve the desired quality and accuracy of the final product.

- **Quality Assurance:** Ensuring that the final edited content meets quality standards and is error-free.

Oct 2019 – April 2020 **Editorial Co Ordinator**

Boffin Access Private Ltd, Hyderabad

Data Entry and Management: Updating and maintaining databases or content management systems with current information.

- Sending the emails to get the articles. Once get the article, convey to author that your article has been processing peer review and pre-QC process.
- Check the article in Google scholar and plagiarism checker.
- Assign the article to the reviewers for the review comments.
- Once getting the review comments from the reviewers, I send the feedback to the author regarding an article.
- Getting the revised manuscript from the author and convey them regarding an article processing fee.
- The manuscript will be sent to the reviewers for the acceptance of the article publishing.
- If an article has been approved/accepted for the publishing, will do the proofread.
- After the completion of the proofread, the galley proof will be done and sending it to the author for further modifications.
- Uploading the article in the Google scholar.

May 2019 - Oct 2019 **Associate Managing Editor**

SOAOJ Publishing, Hyderabad

Content Creation and Development: Assisting in the creation, drafting, and development of written content such as articles, blog posts, reports, and newsletters.

Fact-Checking: Verifying the accuracy of information presented in content.

Quality Control: Ensuring that all content meets quality standards, brand guidelines, and editorial policies.

Research: Conducting research to gather information and data for articles or reports.

Editing and Proofreading: Reviewing and editing content for clarity, grammar, punctuation, and style adherence.

Formatting and Layout: Ensuring that content is formatted correctly and meets any specific design or publishing requirements.

June 2015- Sept 2018

Scientific Relation Trainee

BioAccent Publishing, Hyderabad

- Experienced in successfully delivering targets on time. Experience includes handle pressure, meet deadlines and coordinating multiple tasks.
- Expertise in gathering data.
- Proficient in performing publishing articles.
- In-depth knowledge of proof read.
- Extensive knowledge of different online sites like PlosOne, Science Direct, Springer.
- Solid understanding of articles in different journals.
- Fetching Editorial Board, reviewers and advisory board members.
- Published over 1000 articles in various journals. (Pediatrics, Palliative Medicine, Neurology, Surgery, Immunology, Physics, Cardiology).
- Releasing proper issues in volume per each journal.



Education

March 2020 – B.sc

Apr 2023 *SV University*

March 2009 -Pharmacy

Apr 2014 *SVCP - Bhimavaram*
GPA: 60%

May 2007 - *AKRG Junior college Nallajerla*

Apr 2009 GPA: 65%

Mar 2005 - *Ratnam Residential School- Eluru*

Apr 2006 GPA: 75%

Achievements

Awarded Best Employee for five times throughout my carrier.

Skills

Microsoft Excel, Microsoft Word, Microsoft Power Point, InDesign CS6, Adobe Photoshop CS6.

