Date: May 1, 2019

RE: The FAO Editorial Internship

Dear Applicant,

Foot & Ankle Orthopaedics (FAO), is a scholarly journal of the American Orthopaedic Foot & Ankle Society (AOFAS). This open access medical journal emphasizes surgical and medical management of foot and ankle disorders with a specific focus on reconstructive, trauma, and sports-related conditions utilizing the latest technological advances. FAO offers original peer-reviewed articles including: clinical and basic science research, meta-analyses, systematic and topical reviews, case reviews, hot topics, research designs and technique tips. This journal is an ideal resource for orthopaedic surgeons, fellows, residents, and allied health providers interested in providing the latest in evidenced-based foot and ankle care.

Job Description
FAO is seeking a highly motivated individual with experience in technical writing and interest in scientific publication to serve as an editorial assistant at the internship level (editorial intern). The editorial intern will have the opportunity to assist with all phases of the reviewing, editing, and publishing process, but will primarily focus on the editing of manuscripts for content and style after acceptance by peer reviewers prior to transmission to the publisher for production. There will also be the opportunity to participate in developmental editing/ writing for inexperienced or foreign language authors. The editorial intern will report directly to the Editor-in-chief.

The editorial intern will gain valuable practical experience in the writing and editing of medical research as well as exposure to the rapidly expanding world of open access publication. The intern will have the opportunity to interact with the production team at SAGE publishing (one of the largest medical publishers).

Job Duties
• Editing of manuscripts after peer review to ensure completeness of information and conformance with FAO style guide.
• Assisting authors through the revision process including answering questions about how to best achieve the desired style
• Maintaining updated FAO style guidelines in accordance with the needs of the editors and the publisher

Qualifications
• Excellent organizational skills
• Excellent technical writing and proofreading skills
• Understanding of clinical medical research
• Familiarity with medical terminology
• Familiarity with editing tools in MS Word and Adobe Acrobat

Employment
This is an unpaid internship. Course credit can be arranged through the University of Arizona English Department Internship Office (contact Stephanie Pearmain: pearmain@email.arizona.edu). Expected work hours are 8-13 per week (depending on length of semester or summer session) on a flexible schedule. Hours should be tracked by the intern and reported to the Internship Supervisor.
Application process
Please send a cover letter, resume and two short nonfiction writing samples or excerpts of no more than 500 words as Word or PDF attachments to Daniel Latt, MD PhD at dlatt@email.arizona.edu. Please put “FAO Editorial Intern” as the subject header. We will acknowledge receipt of your application within 24 hours.

Thank you for your interest.
Sincerely yours,

L. Daniel Latt, MD PhD
Editor-in-Chief
Foot & Ankle Orthopaedics
dlatt@aofas.org
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