

KHARA DIANE LUKANCIC

{Personal contact information omitted online}

PROFESSIONAL EDITORIAL EXPERIENCE

Southern Illinois University Press

Production Editor, September 2021–Present

- Shepherds 20+ book projects per year, from manuscript to bound book
- Prepares manuscripts for freelance copyeditors and indexers
- Evaluates the work of copyeditors and indexers
- Serves as editorial liaison for authors and vendors
- Reviews page proofs and author corrections
- Coordinates corrections for reprints and new editions
- Applies for CIP data
- Resolves errors or inconsistencies in style, syntax, and grammar
- Styles manuscripts in preparation for copyediting and typesetting
- Updates internal checklists and guideline sheets
- Communicates with fellow staff members, authors, and freelancers
- Reviews and copy edits cover copy and cover mechanics
- Updates and follows production schedules
- Ensures manuscripts follow proper house style and appropriate style guidelines (Chicago, MLA, APA)
- Writes memos to acquisitions editors about manuscripts up for full contracts in preparation for editorial board meetings
- Familiar with TEAMS, Microsoft Office, Adobe Acrobat, Zoom, Title Management, Library of Congress, and BiblioVault

ADDITIONAL WORK EXPERIENCE

Southern Illinois University Carbondale

Program Coordinator, April 2020–September 2021

Assistant Lecturer, Department of Cinema and Photography, August 2020–December 2020

Research Assistant to Dr. Walter C. Metz, Department of Cinema and Photography, January 2019–April 2020

Graduate Assistant, Center for Teaching Excellence, August 2016–April 2020

Teaching Assistant: Laboratory Instructor, Department of Geography and Environmental Resources, January 2014–August 2016

VOLUNTEER EDITORIAL EXPERIENCE

Film Criticism {Academic Journal in Film Studies}

- Assistant Editor, 2019–Present
- Manuscript Reviewer, 2019–Present
- Film and Television Reviews Editor, 2020–2022

GeoJournal {Academic Journal in Geography}

- Manuscript Reviewer, 2021

Journal of Fantasy and Fan Cultures

- {Academic Journal in Humanities}
- Advisory Board Member, 2020–2022
- Manuscript Reviewer, 2020–2022

Gateway Journalism Review {Professional Magazine in Journalism}

- Managing Editor, Fall 2018
- Contributing Editor, Spring 2018

EDUCATION

Southern Illinois University Carbondale

- ABD in Mass Communication and Media Arts, 2022

Southern Illinois University Carbondale

- Graduate Certificate in Women, Gender, and Sexuality, 2021

Southern Illinois University Carbondale

- MS in Professional Media and Media Management, 2018

Southern Illinois University Carbondale

- MS in Geography and Environmental Resources, 2016

Murray State University

- BIS in Natural Science, 2013

SKILLS

- Production editing
- Copyediting
- Peer-reviewing
- Editorial board membership and cooperation
- Project management
- Academic writing
- Communication, presentation, public speaking, and teaching