

# 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 copyedits cover copy and cover mechanicals
- 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