**JD - Commissioning Editor**

- Commissioning Editor is responsible for liasoning with authors and editorial team.
- CE can seed ideas in the minds of the authors for a specific topic they want a manuscript on.
- CE has to coordinate with the authors and writers, retain them and maintain good relations with them.
- CE’s receive the manuscript from the authors and it is shared with peer reviewers for review.
- Following up with authors/editors in order to ensure that the final manuscripts are received in time.
- Ensuring that each manuscript is complete in all respects.
- Ensuring that the manuscript is in good physical shape.
- Issuing contracts in a timely manner and ensuring that they are signed and returned promptly.
- Ensuring that all necessary paperwork is complete at the time that the final manuscript is transmitted to Desk Editing.
- Open to travel both within and outside Delhi to solicit new manuscripts, develop projects, attend seminars and conferences.
- Required to prepare promotional material for the projects you handle as also any other related or general documents.
- Will be required to prepare all manner of editorial reports including the Publication Plan, PSR, and the ABCD Report.
- Will be required to check costings and be involved in pricing decisions.
- Personally evaluate manuscripts to judge whether they are suitable for publication.
- If suitable prima facie, to send out the concerned manuscripts for external evaluation.
- Play a proactive role in order to help potential authors to develop book.
- To commission books under the guidance of superiors.