The University Press of Kentucky (UPK) is the scholarly publisher for the Commonwealth of Kentucky. Each year, the Press publishes 50-55 titles in print and electronic forms in various subjects pertaining to the humanities and social sciences.

The University Press of Kentucky offers a number of internship opportunities each year, providing a complete overview of the publishing industry. This includes experience in the acquiring, editorial, and marketing departments. These positions allow students who are interested in a career in publishing to learn about the basics of book publishing, receive on-the-job experience, and polish communication skills. UPK seeks energetic, motivated, detail-oriented, creative students who demonstrate the skills needed to work in the industry.

UPK currently offers three different types of internships year-round:

1. Acquisitions
2. Editorial
3. Marketing

All internships are unpaid. Interns are required to receive academic credit for their time (consult your major department or the Stuckert Career Center for more information).

Please note that internship space fills up quickly, particularly for the fall and spring semesters. Only applicants in consideration for a position will receive an interview.

**Application Requirements**

Specific information about each type of internship can be found below. Regardless of the program to which a student is applying, all applicants must submit the following:

1. Cover letter
   a. Please specify which position you are interested in applying for. We will consider your top two preferences, but may place you differently based on Press needs.
2. Résumé/CV
3. One writing sample
   a. Create alternative copy for one of your favorite books, magazine, an article, or even a favorite place (park, restaurant, vacation spot). For example, you might write 300 words promoting the book *Huckleberry Finn* or 300 words to
promote Keeneland. Writing samples submitted should be in the style of marketing copywriting and no more than 300 words long.

Acquisitions Internships

The acquisitions department is the first stop for authors and for titles that will become books at UPK. Acquisitions editors meet with potential authors, consider book manuscripts and proposals that come to them through unsolicited and solicited channels, and oversee the manuscripts’ review, revision, and eventual acceptance or rejection. Acquisitions also contracts the book project, verifies that all permissions have been obtained, and prepares manuscripts for the next phase of publishing.

Position Description

Interns will work with editors to solicit and develop manuscripts for publication. This includes frequent communication with UPK staff to coordinate current and future projects. Additionally, interns will help write staff commentaries and other copy for distribution and in-house use. These descriptions help inform staff and board members about projects in progress. Over the course of this internship, each student will learn how a book becomes more than just an idea, and this is an excellent opportunity to learn about scholarly publishing in a collaborative environment. The following list of tasks provides a general overview of the different responsibilities but does not strictly define all an intern will do during their time with UPK.

Acquisitions Intern Tasks

Writing: Draft staff commentaries, author biographies, and pitch letters. Editing and feedback will be given to help improve students writing skills.
Research: Tasks can range from finding contact information and prospective peer reviewers to market and sales information and permissions information.
Review Processing: Includes recording and filing reviews and preparing review copies for shipment.
Mailing: Preparation of materials to reviewers and authors. Preparation of board packets. Returning rejected manuscripts.
Manuscripts: Assists with the formatting of manuscripts for transmittal, compiling artwork and permission, and various other tasks.
Email: Assist with emailing reviewers and authors.
Data Management: Assist with maintaining UPK’s database.
Office Work: Filing, copying, scanning, and other clerical tasks as needed.

Required Skills

- An interest in reading
- Excellent knowledge of spelling, grammar, and punctuation
• Reliability and punctuality
• Ability to work in a deadline-driven environment
• Ability to work independently
• Internet research skills
• Strong organizational and interpersonal skills
• Flexibility and ability to perform overlapping tasks
• Detail-oriented, self-motivated, and team-oriented

Editorial Internships

The editorial department (formerly known as the editing, design, and production [EDP] department) is responsible for ensuring that books are published on time and error-free. Editorial staff work with freelance copyeditors, proofreaders, indexers, and designers to create polished and attractive books for UPK's frontlist. Working in this department requires interns to be detail-oriented and have a love of words.

Position Description

Editorial interns will assist full-time staff with various tasks required to transform manuscripts into published books. This semester-long internship offers an overview of the operations in an academic publishing house and an opportunity to participate in key stages of the editing and production processes.

Editorial Intern Tasks

Research: Assist with routine fact checking.
Office Work: Perform any clerical or additional tasks as needed.

Required Skills
• Excellent knowledge of spelling, grammar, and punctuation
• Reliability and punctuality
• Ability to work in a deadline-driven environment
• Ability to work independently
• Strong organizational and interpersonal skills
• Flexibility and ability to perform overlapping tasks
• Ability to work collaboratively with a team
Preferred Skills

- Familiarity with *The Chicago Manual of Style*
- Strong written communication skills

Marketing Internships

The marketing department is responsible for the promotion and sales of all titles. To promote UPK books, they use the same efforts as commercial publishers: publicity, social media, direct mail, exhibits, electronic marketing, electronic sales, and advertising. Marketing works with reviewers on a national and regional scale, as well as with authors and acquisitions editors, to craft engaging and rewarding marketing campaigns.

Position Description

Interns will work with marketing staff to promote books, events, and authors. This includes writing press releases to accompany review copies of new Press books, sending review copies, and running social media campaigns. Over the course of this internship, each student will learn how to successfully market a book and hone writing skills. The following list of tasks provides a general overview of the different responsibilities but does not strictly define all an intern will do during their time with UPK.

Marketing Intern Tasks

**Writing:** Write press releases, blogs, and various other marketing content for the promotion of Press books, both old and new.

**Research:** Tasks can range from finding and organizing contact information to investigating book awards or other publicity outlets.

**Design:** Creating material such as bookmarks, flyers, and postcards for books and events.

**Mailing:** Preparation of materials, such as books and press kits to reviewers and authors.

**Email:** Assist with emailing reviewers and authors. Assist in the preparation of newsletter and email blasts.

**Office Work:** Filing, copying, scanning, as well as assisting with the coordination of exhibit material and organization of contact lists. Other clerical tasks as needed.

Required Skills

- Excellent knowledge of spelling, grammar, and punctuation
- Strong knowledge of social media platforms
- Basic knowledge of Photoshop or InDesign is a plus
- Reliability and punctuality
- Ability to work in a deadline-driven environment
- Ability to work independently
- Internet research skills
- Strong organizational and interpersonal skills
- Flexibility and ability to perform overlapping tasks
- Detail-oriented, self-motivated, and team-oriented

While these are the three main internships always available, we may also offer other internships that are more project specific. For more information, please contact Katie Cross Gibson at krcr222@uky.edu or Tasha Huber at tasha.huber@uky.edu.

Basic Internship Information

- As mentioned above, all internships are unpaid. We do not accept volunteers, as the restrictions the larger University system has placed on volunteering are too great to make the experience worthwhile. Therefore, our internships must be completed for academic credit. If you have questions or concerns about this requirement, please let us know.
- Interns are expected to work 10 hours a week for 15 weeks during business hours (9am-5pm). Your schedule is completely up to you and will be agreed upon and finalized prior to start date. If changes need to be made to accommodate homework, classes, and other jobs, we are willing to be flexible.
- There will be a midterm evaluation and a final evaluation. Evaluations will be completed by the intern and their direct supervisors to assess progress throughout the semester. Direct supervisors will report to faculty supervisors and determine whether requirements for course credit are fulfilled.
- Interns will be expected to complete one semester-long project as well as other shorter projects as they come along.
- Internships are not limited to any particular major. We encourage all interested students to apply!

Submission Guidelines

To be considered for an internship, send a cover letter, résumé/CV, and writing sample to:

Marketing & Ed  Katie Cross Gibson  Direct Promotions & Exhibits Manager  University Press of Kentucky  663 South Limestone, Lexington, KY 40508  krcr222@uky.edu

—OR—
Acquisitions Tasha Huber
Assistant to the Director
University Press of Kentucky
663 South Limestone, Lexington, KY 40508
tasha.huber@uky.edu

**Deadlines for submissions are as follows:**

- Fall Internship— April 15, 2019
- Spring Internship—November 16, 2018
- Summer Internship— April 15, 2019
Copywriting Sample #1

Tales from Kentucky Sheriffs
William Lynwood Montell

Following the success of his collections of stories from funeral directors, schoolteachers, doctors, and lawyers, folklorist William Lynwood Montell presents a volume of tales from current and former Kentucky sheriffs. With stories about elections, criminal behavior, sheriffs’ mistakes in the field, and much more, Tales from Kentucky Sheriffs offers an entertaining assortment of narratives from all over the Bluegrass State.

Considered the arm of the county court, sheriffs in urban areas may be restricted to court duties, such as county jail administration, courtroom security, prisoner transport, warrant service, or police administration. In many rural areas, however, sheriffs and their deputies are the principal form of law enforcement. Patrolling a state with both urban and rural communities, Kentucky sheriffs have accumulated a diverse array of stories from the field, ranging from the humorous and ridiculous to the frightening.

Tales from Kentucky Sheriffs includes accounts of a drunk driver who thought he was in a different state, a sheriff running a sting operation with the U.S. Marshals, and a woman who called the police to report a tomato thief in her garden. Other accounts involve procedural errors with serious consequences, such as the tale of a sheriff who mistakenly informed a man that his son had committed suicide.

By turns funny, heartrending, and cringe inducing, Montell’s latest collection of stories is full of insights and offers a glimpse of the past and present of law enforcement in Kentucky. Tales from Kentucky Sheriffs represents the diverse experiences of citizens from all areas of the state and preserves an important aspect of Kentucky culture and history not likely to be recorded elsewhere.
The host of *The Bob Edwards Show* and *Bob Edwards Weekend* on Sirius XM Radio, Bob Edwards became the first radio personality with a large national audience to take his chances in the new field of satellite radio. The programs’ mix of long-form interviews and news documentaries has won many prestigious awards.

For thirty years, Louisville native Edwards was the voice of National Public Radio’s daily newsmagazine programs, co-hosting *All Things Considered* before launching *Morning Edition* in 1979. These programs built NPR’s national audience while also bringing Edwards to national prominence. In 2004, however, NPR announced that it would be finding a replacement for Edwards, inciting protests from tens of thousands of his fans and controversy among his listeners and fellow broadcasters. Today, Edwards continues to inform the American public with a voice known for its sincerity, intelligence, and wit.

In *A Voice in the Box: My Life in Radio*, Edwards recounts his career as one of the most important figures in modern broadcasting. He describes his road to success on the radio waves, from his early days knocking on station doors during college and working for American Forces Korea Network to his work at NPR and induction into the National Radio Hall of Fame in 2004. Edwards tells the story of his exit from NPR and the launch of his new radio ventures on the XM Satellite Radio network. Throughout the book, his sharp observations about the people he interviewed and covered and the colleagues with whom he worked offer a window on forty years of American news and on the evolution of public journalism.

*A Voice in the Box* is an insider’s account of the world of American media and a fascinating, personal narrative from one of the most iconic personalities in radio history.
MISSION STATEMENT

The University Press of Kentucky has a dual mission—the publication of academic books of high scholarly merit in a variety of fields and the publication of significant books about the history and culture of Kentucky, the Ohio Valley region, the Upper South, and Appalachia. The Press is the statewide nonprofit scholarly publisher for the Commonwealth of Kentucky, serving all Kentucky state-sponsored institutions of higher learning as well as five private colleges and Kentucky’s two major historical societies.

HISTORY & ORGANIZATION

The University Press of Kentucky (UPK) is the scholarly publisher for the Commonwealth of Kentucky, and was organized in 1969 as successor to the University of Kentucky Press. The university had sponsored scholarly publication since 1943. In 1949 the Press was established as a separate academic agency under the university president, and the following year Bruce F. Denbo, then of Louisiana State University Press, was appointed as the first full-time professional director. Denbo served as director of UPK until his retirement in 1978, building a small but distinguished list of scholarly books with emphasis on American history and literary criticism.

Offices for the administrative, editorial, production, and marketing departments are found at the University of Kentucky, which is responsible for the overhead cost of the publishing operation. Denbo was succeeded as director by Kenneth H. Cherry, who came to UPK from the University of Tennessee Press. During Cherry’s tenure, the size of the Press more than quadrupled. Upon Cherry’s retirement in 2001, Stephen M. Winn, formerly of Rowman & Littlefield Publishers, became director in 2002. In 2016, Leila W. Salisbury, who had come to the Press full-time in 1994 and later served as director at the University Press of Mississippi, rejoined UPK as director.

Since the 1969 reorganization, the Press has represented a consortium that now includes all of Kentucky’s state universities, five of its private colleges, and two historical societies. Each constituent institution is represented on a statewide editorial board, which supervises the UPK imprint. The Press serves:

- Bellarmine University
- Berea College
- Centre College of Kentucky
- Eastern Kentucky University
- The Filson Historical Society
- Georgetown College
- Kentucky Historical Society
- Kentucky State University
- Morehead State University
- Murray State University
- Northern Kentucky University
- Transylvania University
- University of Kentucky
- University of Louisville
- Western Kentucky University

About the University Press of Kentucky
CURRENT OPERATION & AREAS OF FOCUS

From its offices on the UK campus, the Press's staff of 19 publishes 50–55 new titles per year in print and electronic formats. The Press has more than 1865 titles in print, with annual sales of approximately $1.85 million. UPK books are available through all major retail and wholesale channels, libraries, and online platforms, both domestic and international.

UPK's editorial program focuses on the humanities and the social sciences. Its publications in film and military studies have earned the Press a national reputation in these fields, with reviews in such media as the Wall Street Journal, New York Times, Los Angeles Times, Chicago Tribune, and NPR. Notable awards for UPK titles include: thirteen Frederick Jackson Turner Awards (history); six Weatherford Awards (Appalachian studies); three Lillian Smith Book Awards (African American studies); and the Lannan Literary Award.

Since the formation of the consortium, the Press has meaningfully served readers, students, and scholars in Kentucky and Appalachia with publications of special regional interest. In the 1970s, UPK produced the Kentucky Nature Series and the forty-seven-volume Kentucky Bicentennial Bookshelf. The Press republished classic novels by Kentucky authors including Harriet Simpson Arnow, Janice Holt Giles, John Fox Jr., James Still, and Jesse Stuart. The 1992 Kentucky Encyclopedia received funding from the National Endowment for the Humanities and was one of the first state-focused encyclopedias. Later large-scale projects such as Atlas of Kentucky (1998), Encyclopedia of Louisville (2000), The Kentucky African American Encyclopedia (2015), and A New History of Kentucky, second edition (2018) continued the Press's tradition of high-quality documentation and synthesis of the state and region's history. In 2018, UPK announced the launch of three imprints: Andarta Books, in conjunction with Brécourt Academic; Fireside Industries, in partnership with the Hindman Settlement School; and South Limestone.

MEMBERSHIPS & PARTNERSHIPS

In 2007, the Press entered into a partnership with the Association of the United States Army (AUSA) to co-publish outstanding works in military history and to serve as the premiere exhibitor at the association's annual conference. The Press also regularly exhibits titles and works to cultivate authors at the annual meetings of the Appalachian Studies Association, Popular Culture Association/American Culture Association, Southern Historical Association, Society for Military History, Society for Historians of American Foreign Relations, and others. Current book series of note include: Asia in the New Millennium; Civil Rights and the Struggle for Black Equality in the Twentieth Century; Culture of the Land: A Series in the New Agrarianism; Horses in History; Kentucky Remembered: An Oral History Series; New Directions in Southern History; New Poetry & Prose, in partnership with Centre College; Place Matters: New Directions in Appalachian Studies; Screen Classics; Topics in Kentucky History; and the AUSA American Warriors, Battles & Campaigns, and Foreign Military Studies series.

UPK is a longstanding member of the national professional group the Association of University Presses (AUPresses). Over the years, UPK staff have served in a variety of capacities on AUPresses committees and working groups. The Press has also collaborated on books and events with statewide and community partners, such as the Kentucky Humanities Council (this collaboration produced the outstanding New Books for New Readers Series, titles designed to enhance adult literacy through Kentucky-based subjects); the Kentucky Arts Council; Kentucky State Parks; the Kentucky Department of Libraries and Archives; the Kentucky Department of Fish and Wildlife; the Kentucky State Nature Preserves Commission; the Bluegrass Trust; and the Frazier History Museum, among others.
University Press of Kentucky’s National and Academic Impact

RECENT BOOKS OF NATIONAL SIGNIFICANCE

- **Insurrections: Stories** by Rion Amilcar Scott
  2017 PEN/Robert W. Bingham Award for Debut Fiction

- **The Birds of Opulence** by Crystal Wilkinson
  2016 Ernest J. Gaines Award for Literary Excellence

- **Just War Reconsidered: Strategy, Ethics, and Theory** by James M. Dubik
  Selected for the 2017 US Army Chief of Staff’s Professional Reading List

- **Jacob L. Devers: A General’s Life** by James Scott Wheeler
  2016 Winner, Army Historical Foundation Distinguished Book Award for Biography

PROMINENT AUTHORS

- Wendell Berry
- Thomas D. Clark
- John Egerton
- Barry Lopez
- Ed McClanahan
- Bobbie Ann Mason
- Lamar Herrin
- Robert Penn Warren

KEY NATIONAL MEDIA COVERAGE

UPK books earn more than 300 media appearances every year:

- Wall Street Journal
- New York Times
- Washington Post
- Associated Press
- The Chronicle of Higher Education
- The American Historical Review
- Journal of American History
- Journal of Southern History
- Ohio Valley History
- Diplomatic History

AUTHOR EVENTS AT PROMINENT VENUES

UPK authors participate in more than 250 events across the country each year, held in venues ranging from independent bookstores to museums, conferences, and festivals:

- The US Diplomacy Center
- Monticello
- Nixon Presidential Library
- The Schomburg Center
- Hollywood Heritage Museum
Kentucky History, Literature, and Culture: Available and Accessible

Many important books' editorial production expenses are so significant that, without additional subsidy funding, they would not have been published at all—or they would have been priced at such a high level that they would be inaccessible to the average reader. Kentucky is not a large population state, which is why most commercial publishers do not see enough financial return to invest in books specifically about the Commonwealth. Books requiring color printing, maps, tables, and specialized illustrations, as well as comprehensive titles like Kentucky-focused encyclopedias, all carry costs that are 4 to 10 times more expensive than an average book.

As a nonprofit organization, the University Press of Kentucky balances the expense of titles that are critical to state history and culture but do not cover their expenses via sales with books that have greater sales potential. The Press depends on the support of readers, community partners, and state institutions to make these quality books about our region available and accessible to the citizens of Kentucky.

- *A New History of Kentucky, second edition* by James C. Klotter and Craig Thompson Friend
- *The Kentucky Encyclopedia*, edited by John E. Kleber
- *The Encyclopedia of Louisville*, edited by John E. Kleber
- *Water in Kentucky: Natural History, Communities, and Conservation*, edited by Brian D. Lee, Daniel I. Carey, and Alice L. Jones
- *Plant Life of Kentucky: An Illustrated Guide to the Vascular Flora* by Ronald L. Jones
- *Kentucky Breeding Bird Atlas* by Brainard L. Palmer-Ball, Jr.
- *Wildflowers and Ferns of Red River Gorge and the Greater Red River Basin* by Dan Dourson and Judy Dourson
- *James Still: A Life* by Carol Boggess
- *Kentucky Agate: State Rock and Mineral Treasure of the Commonwealth* by Roland L. McIntosh and Warren H. Anderson
- *Amphibians and Reptiles of Land Between the Lakes* by Edmund J. Zimmerer, David H. Snyder, A. Floyd Scott, and David F. Frymire
- *Woody Plants of Kentucky and Tennessee* by Ronald L. Jones and B. Eugene Wofford
- *The Kentucky Anthology: Two Hundred Years of Writing in the Bluegrass State*, edited by Wade Hall
- *Elkhorn: Evolution of a Kentucky Landscape* by Richard Taylor