

The *Florida Historical Quarterly* seeks an energetic and enthusiastic intern with strong writing skills and an attention to detail. The intern will work 10-12 hours a week for 15 weeks (total of 150-180 hours) for 3 hour credit.

Candidates should have Senior or Graduate status with major coursework focused toward American or Public History. Candidates are asked to submit a vita and complete an on-site interview. Qualified individuals may submit a vita via email to [clester@mail.ucf.edu](mailto:clester@mail.ucf.edu) or by mail to:

Dr. Connie L. Lester, editor  
*Florida Historical Quarterly*  
Department of History, CNH 551  
University of Central Florida  
Orlando, FL 32816-1350

**POSITION DESCRIPTION:**

Intern will work under the guidance and supervision of the editor of the *Florida Historical Quarterly*. The intern will focus on the following publication activities:

- Logging in new manuscripts and acknowledging receipt of manuscript
- Formatting footnotes to conform to *FHQ* style
- Fact-checking of citations and text
- Assisting in copy-editing
- Assisting in proof-reading
- Compiling a cumulative index
- Providing copies of published reviews to book reviewers and presses

At the end of the semester the intern will present a paper providing an overview of the work undertaken and the demands and opportunities in journal publication.

Mid-term and end-of-term evaluations will be done by the editor of the *Florida Historical Quarterly* and sent to the director of the internship program.

**Minimum Requirements:**

Knowledge of Microsoft Word

Familiarity with Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*

Strong organizational, research and writing skills