



مؤسسة الدراسات الفلسطينية Institute for Palestine Studies

Summer 2019 Editorial Internship

The *Journal of Palestine Studies* has been the English-language journal of record on Palestinian affairs and the Arab-Israeli conflict since 1971. It provides timely and thought-provoking articles, essays, interviews, book reviews, and special dossiers on political, economic, cultural, and historical topics related to Palestine and the Palestinians. Published quarterly by the University of California Press at Berkeley, *JPS* is edited at the Washington, DC affiliate of the Beirut-based [Institute for Palestine Studies](#), which also maintains an office in Ramallah. Rashid Khalidi, the Edward Said Professor of Modern Arab Studies at Columbia University, is the *Journal's* editor.

JPS is currently seeking an editorial intern to assist in the production of the journal and building the journal's database. Candidates should seek to further their knowledge of publishing and have a serious interest in some aspect of the modern Middle East. As an integral part of a small editorial team, interns participate in weekly editorial meetings and perform a broad range of tasks. They work mainly with the assistant editor, who ensures that their duties serve the *Journal's* needs and also build their skills.

In addition to receiving a monthly transportation stipend of \$250, interns have access to the Institute's extensive library and substantial research resources. They are also encouraged to participate in local panel discussions, talks and Palestine-related events in the Washington, DC area.

Responsibilities:

- Providing research, writing, and editorial assistance to *JPS* editorial staff, as needed
- Tracking current events relating to Palestine-Israel
- Helping build and maintain journal indices
- Contributing to the Institute's blog, [Palestine Square](#)
- Assisting the editorial team with various pre- and post-production administrative tasks required to produce and promote the journal

Preferred Qualifications:

- Strong research skills and excellent English communication abilities. Knowledge of Arabic (and/or Hebrew) preferred but not required
- Currently enrolled in or recently graduated from an undergraduate or graduate program in Middle East studies, journalism, international/global studies, history, or related disciplines in the humanities and social sciences
- Ability to work independently with minimal supervision
- Follow-through, reliability, punctuality, and attention to detail



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- Familiarity with the *Chicago Manual of Style* preferred
- Basic Microsoft Office, with proficiency in Word and Excel.

Availability Requirements: The spring editorial internship runs from **June** to **August**. Editorial interns should be available to work 15-20 hours/week.

How to Apply: Send the following materials to jps@palestine-studies.org by Friday, **May 17th**. Please include the following:

- a resumé
- a cover letter
- a 5-7 page writing sample (can be an excerpt from a longer paper)
- days and times you would be available to work

Incomplete applications will not be considered. Candidates selected for an interview will be notified by **May 22**. No telephone calls please.