

Tina Minchella

5855 East Hampton Avenue
Mesa, Arizona 85206
tina [at] thecopyeditorsdesk [dot] com

Employment

- 2010 to present Managing Editor *Management and Organization Review*
W. P Carey School of Business
Arizona State University
Tempe, Arizona
Ensure timely publication of journal. Manage double-blind peer review system. Track all manuscripts from submission to final decision (reject/accept). Edit all published materials including journal articles, newsletters, web content, and marketing materials. Edit all communication with authors, reviewers, and editors to ensure accuracy of writing and of professional and developmental tone.
- 2005 – 2010 Assistant Editor College of Liberal Arts and Sciences
Office for Scholarly Journals
Arizona State University
Tempe, Arizona
Oversee the editorial process for three scholarly journals. Manage peer review and copy flow for Western hemisphere contributions to Science and Public Policy. Ensure timely publication; copyedit all articles and ensure adherence to each journal's specific style guidelines; manage correspondence with authors, editors, and designers.
- 2009 –2011 Contract project manager Pearson Education
Old Tappan, New Jersey
Oversee manuscript development; manage copy flow; copyedit content; proofread; manage correspondence with authors, subeditors, and publisher.
- 2009 – present Contract proofreader Poisoned Pen Press
Scottsdale, Arizona
Edit page proofs

Education

- M.A. History Arizona State University
B.A. Russian Language and Literature Arizona State University