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ABOUT THE PRESS

City University of Hong Kong Press was established in 1996 as the publishing arm of the City University of Hong Kong. Overseen by the University Press Committee, the continuing mission of the Press is, by way of publishing high quality titles, to:

- Disseminate knowledge and creative works to society at large

The Press publishes mainly three types of publications:

- · Academic works
- Professional books
- Books of general interest and social concern

These cover a wide range of fields including business, history, cultural studies, education, law, political science, social sciences, sciences, and engineering, with a focus on China studies, Hong Kong studies, Asian studies, politics, and public policy. The Press endeavours to produce works of social impact, regional and international significance, and lasting value.



ACTING DIRECTOR'S WORD ON THE INTERNSHIP PROGRAMME

Dear students,

Congratulations on reaching this exciting stage in your life!

Publishing is a home for creativity and communication. Publishers are at the very centre of disseminating brilliant ideas to the world. In the coming weeks and months, you will be working on some of the most fascinating projects the Press has to offer.

Our internship programme not only allows us to give young aspiring students a taste of the working world, our interns often bring new ideas and help us see things in new and different ways! Communication is a key aspect of this process and can also be one of the biggest challenges for students, which can actually hinder your learning and progression during the internship. So do not hesitate to ask questions. Our lines of communication are always open, and we would love to get to know you and make you feel welcome here.

Edmund CHAN

OUR SERVICES

CITY UNIVERSITY OF HONG KONG PRESS



Publishing Team

Publish high-quality and outstanding work from scholars, researchers, and authors.



Design & Production Services Team

Provide comprehensive services to guarantee every product is of the highest quality.



Printing Services Team

Offer high-speed photocopying and printing services at low costs within a short turnaround time.

(serving CityU departments and users only)





BOOK PUBLISHING FLOW

The procedure for publishing a book involves the entire publishing team. The whole process is a rewarding experience and offers abundant learning opportunities.



AUTHOR

- Fill in the "Author and Manuscript Enquiry" form
- Submit table of contents sample chapter for internal assessment



PRESS

- for peer reveiw



PRESS



PRESS



AUTHOR



- Typeset & design
- Edit
- Proofread

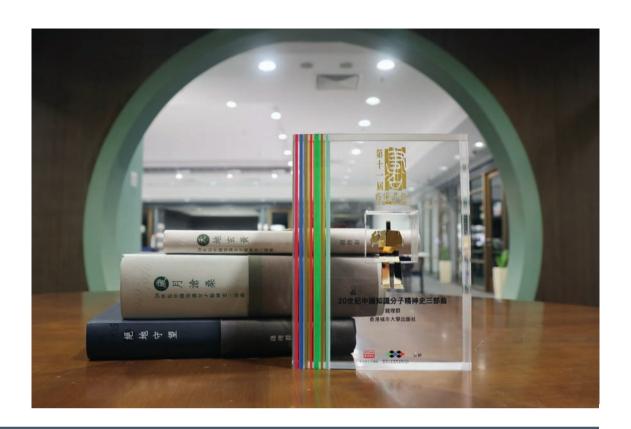
INTRODUCTION TO OUR INTERNSHIP PROGRAMME

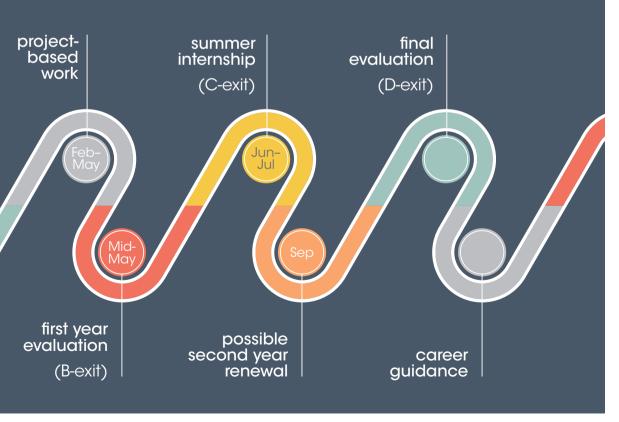
This is a paid internship organized by CityU Press. Over the years we have worked with a number of interns, including both marketing and editorial interns. It is a good chance to gain valuable publishing experience in a real work environment.

For us, we value interns bringing in fresh ideas and new perspectives. We find it to be a very positive experience for everyone involved. We are looking for smart and perceptive people who are interested in managing publishing projects from manuscript through to publication in both print and digital form.

During the internship you will not be just photocopying and making coffees. You will work closely with our small team on developing and creating concepts for new projects in addition to meeting authors and tradespeople. We will need you to be reliable, well-organized, and very hard-working.













OUR INTERNSHIPS

Editorial Interns

- · Work closely in small teams or individually to develop and create concepts for new projects
- · Manage publishing projects from idea to publication
- · Meet authors to discuss publishing projects
- Gain valuable publishing experience in a real working environment
- · Senior interns also help to assist in the recruitment and supervision of Junior Editorial Interns

Marketing Interns

- · Responsible for planning, executing, and implementing marketing and publicity activities at the Hong Kong Book Fair
- · Assist in book promotions and sales
- Prepare and develop marketing literature to promote the Press and our publications
- · Update our website and social media
- Manage the customer database









Video & Graphic Design Interns

- Work closely with the Video & Marketing team to create promotional and advertising videos
- Produce creative assets including motion graphics, layouts, and visual standards for marketing activities across multiple channels
- Assist with video shooting as well as edit raw video footage and other visual content
- Research the latest design trends to create visuals for our brand
- Turning ideas into visuals across various media platforms





Admin & Logistic Interns

- Support all supply chain procedures, from coordinating deliveries to managing shipping documentation
- Coordinate our supply chain procedures to maximize the quality of delivery
- Maintain updated records of orders, suppliers, and customers
- Oversee the levels of our warehouse stock and place orders as needed
- Track orders to ensure timely deliveries





OUR STAFF

Q: What are your main duties at work?

A: My role is pretty diverse. CityU Press is a small size publishing house so I get involved in nearly everything from planning to publicity.

Q: What do you like best about your job?

A: Working closely with my colleagues in bringing out fine publications over the past 20 years has been very rewarding. It's always exciting to be involved with everything about the Press from making important decisions to fine-tuning a post on facebook.

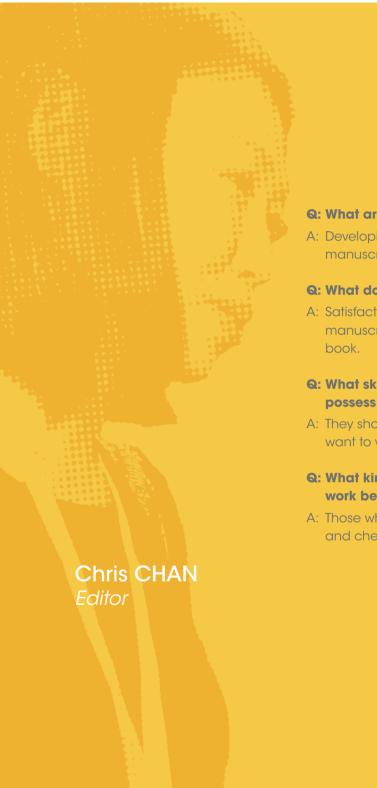
Q: What skills do you expect students to possess before entering the Press?

A: The most important skills are the abilities to read others' minds and to prioritize tasks. These are partly natural skills and partly things you can learn through experience. In the end, you shall develop the skills to be in control of every aspect of your work.

Q: What do student interns in the Press mean to you?

A: I view my students as my co-workers who also play very important roles here. We work together as a team, always.

Edmund CHAN Acting Director



A: Developing manuscripts; copy-editing manuscripts.

Q: What do you like best about your job?

A: Satisfaction comes from seeing a manuscript develop into a nicely printed

Q: What skills do you expect students to possess before entering the Press?

A: They should be willing to learn and really want to work with us.

Q: What kind of editorial interns do you work best with in terms of personality?

A: Those who are responsible, organized, and cheerful.

A: I handle the English-language titles at the Press, including recruiting new authors, developing book ideas, copyediting, supervising book layout, proof-reading, and advising the marketing team on these projects. I also act as the primary liaison between the Press and the author during each stage of publication.

Q: From an editor's perspective, what layout or format makes a good book?

A: Every book requires a format that successfully conveys its content. What works really well for one book might not work for another or could even dull the impact of the text I've found that the best books have a layout designed with the intended reader in mind.

Q: What skills do you expect students to possess before entering the Press?

A: Having an eye for detail is essential as our interns play an important role during manuscript preparation. Being ready and willing to learn and help out are also important attributes.

Q: What advice would you give to our editorial interns joining the Press?

A: Don't be afraid to ask questions. Lots of questions. As a University Press we have strong roots in education and exchanging knowledge. We want our interns to get a real feel for what it's like to work in the publishing industry.

Q: What do you like best about your job?

A: I love being exposed to new and interesting topics. Every book that we publish has something to teach us, both with its contents and during the editorial process.

> Abby MANTHE **F**ditor

A: I usually edit and improve manuscripts, and see approved manuscripts through the various stages of publication at the Press. Other duties include assisting in developing new projects, providing consultation to potential authors, helping to plan the organization, features, and other aspects of the publishing projects.

Q: What do you like best about your job?

A: If you make an effort on a book's content, text, structure, illustrations, layout, cover, and binding, then you will have great satisfaction when the book is published.

Q: What skills do you expect students to possess before entering the Press?

A: Sensitivity to words and a keen eye for detail. They should be willing to clarify the ambiguous and fact check.

Q: What do you think are the dos and don'ts of being editorial interns?

A: Dos:

- Willing to take up challenges.
- Show commitment to the team.
- Willing to ask.
- Enjoy working with the team.

Don'ts:

- Don't be shy to speak up and express your thoughts and ideas.
- Don't be irresponsible.

Jasmine CHAN Editor

A: My main duty is to initiate marketing and public relations campaigns to promote the Press as well as our publications using various means and formats, including at book fairs. Particular efforts have been made on social media to reach out to various audiences

Q: What do you like best about your job?

A: When the readers know our Press and are willing to purchase books, it is the best part of my job because it proves the promotion strategy was successful. One recent example is the souvenir we marketed at Hong Kong Book Fair, 2017, a lot of readers loved this schedule book, and it made my day.

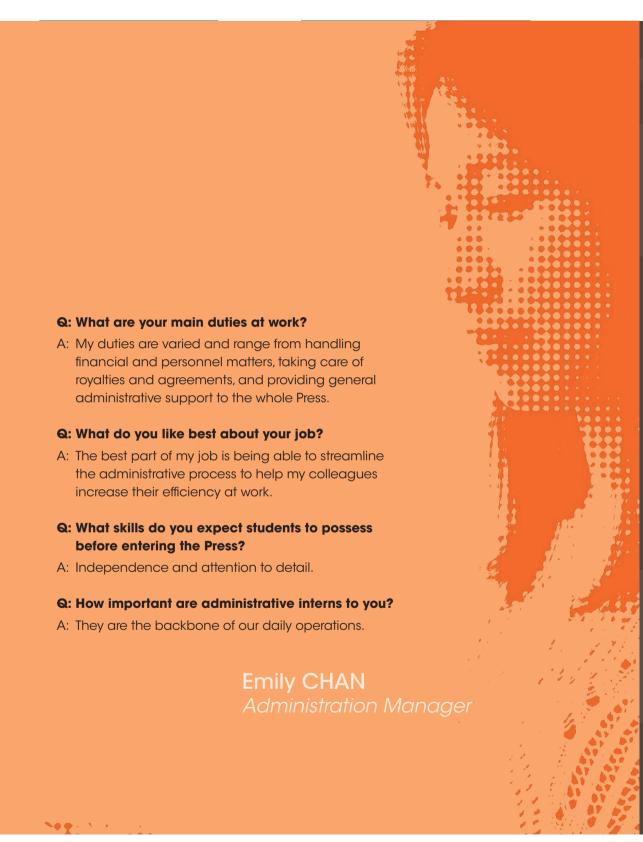
Q: What skills do you expect students to possess before entering the Press?

A: Creativity and enthusiasm are important, students should be willing to try and think of new initiatives for the Press.

Q: What are some huge no-nos for marketing interns?

A: Not showing up to the events as we expect them to perform their job.

> Amy KWOK Assistant Manager (Marketing & Public Relat



GRADUATE INTERVIEWS



LAM Choi Ni. Charlie

Q: What kind of work did you usually do?

Q: Do you have any remarkable experiences to share?

Q: How did you overcome difficulties you encountered at

Q: Why did you want to work at the Press?

Q: Are there any skills you learned here that can be applied to other areas of your life?



HO Ka Yan, Anjaylia

Marketing Intern Working years:

From 10/2015 to 5/2017

Q: What kind of work did you usually do?

A: As a marketing assistant, I mostly handled different marketing tasks, like contacting various online and paper publishers for advertising quotations, researching marketing in the publishing industry, collecting information about potential customers, and managing online marketing platforms such as Facebook. I also assisted in daily office work like data entry.

Q: Do you have any remarkable experiences to share?

A: I worked in CityU Press for one and a half years. It is really interesting to assist in holding different events like book launches or book talks. As a junior, I usually provided back-end service such as being a receptionist. By helping at various events, I had the chance to handle more strategic jobs like arranging the event flow and allocating labour division. It was really valuable experience and I have learned a lot of event planning skills.

Q: How did you overcome difficulties you encountered at work?

A: As an undergraduate, I had no experience working in publishing. That's why I always sought help from my supervisor. Fortunately, my supervisor is super nice, patient, and friendly. She welcomed different questions, even though some of them may have sounded stupid. I would talk about the difficulties I encountered at work with my supervisor and she always gave me useful and practical advice. I really feel thankful for this.

Q: Why did you want to work at the Press and why did you stay so long?

A: Working in CityU Press is really enjoyable. The office culture is comfortable. People are very nice and always willing to give a hand. My supervisor usually gave useful instructions, but I could always approach her with any problems. I really treasure this relationship. Supervisors in CityU Press are open-minded. They take advice and the opportunity to try new things.

Q: Are there any skills you learned here that can be applied to other areas of your life?

A: Yes! Working in CityU Press helped me improve my interpersonal skills and communication skills since I needed to report to my supervisor directly. After graduation, I feel more confident to get along with my future supervisor. Meanwhile, I gained practical event planning experience, as I joined the marketing industry after graduation, this has given me a solid background.

Q: What kind of work did you usually do?

A: Like the other editorial interns, my fundamental duty was to assist the editors in publishing projects. Usually one or two interns are responsible for a single project, and the process includes meeting the author(s) with the editors, writing a book proposal for the Editorial Subcommittee to approve, copyediting the manuscript, searching for photos to be inserted and writing captions for them, etc. Among the abovementioned duties, copyediting is what occupies the longest time.

Q: Do you have any remarkable experiences to share?

A: I find the experience of producing and editing promotional videos of new books the most unforgettable. Don't panic video editing is definitely not a requirement for application of this internship. Instead, it is an ad hoc task which is aimed at promoting the new book releases during the Hong Kong Book Fair. Although there is plenty of room for improvement, I think it is a rare opportunity to meet different authors and listen to them introducing their books.



A: I must admit that I was a passive person and I was not used to asking questions. Fortunately, my superiors and colleagues were all very kind. They encouraged me to ask questions and express my opinions. I do not mean that you should talk to your co-Instead, I believe that you have to be self-motivated and seek a

Q: Why did you want to work at the Press and why did you stay so long?

A: I found the experience of working here very valuable. To my knowledge, not many presses hire student interns. This is a great chance for those who want to start a career in publishing because you will get to know more about what the entire publishing industry is like. The tasks are never repeated and I find them challenging. More importantly, I can always learn something

Q: Are there any skills you learned here that can be applied to other areas of your life?

A: Apart from the practical skills regarding copyediting and book publishing, I have learnt the importance of being detailminded. It may not be easy to pay attention to details at work in a fast-paced society like Hong Kong, especially when you are performing complex tasks, yet it is always the best way to ensure the quality of your work and hence make your clients (readers in the case of a press) impressed.



NGUI Fu Tou. Carlos Chinese language Editorial Intern

Working years: From 10/2014 to 7/2017



KWAN Hei Man Chinese language Editorial Intern Working years: From 06/2017 to 07/2018

Q: What kind of work did you usually do?

A: My duty was to assist in book projects. It included a variety of responsibilities, such as preparing publishing proposals, deciding layout for new books, editing manuscripts, proofreading, researching content, typesetting, and writing blurbs. In other words, almost every process in book

Q: Do you have any remarkable experiences to share?

A: The UP recruits new junior interns every semester, and the recruitment process is conducted by senior interns. This gave me a chance to be an interviewer for the first time. I met students with different backgrounds in the interviews. Some were talented, some were full of passion, and some wanted to challenge themselves. It was interesting to see the different reactions from the interviewees, and I learnt a lot from the experience.

Q: How did you overcome difficulties you encountered at work?

A: One of the biggest challenges I encountered as an editorial intern was editing a book in a field that I was not familiar with. To overcome this, I had to conduct comprehensive research on the topic to ensure that the and patience are indispensable in this internship.

Q: Why did you want to work at the Press and why did you stay so long?

A: The first reason is because I have learnt so much during my time at UP. I had more time to read and intensively study various categories of books that I did not have time or motivation to read before. This benefits my study at school and also satisfied my own interest in reading. And another reason is that my colleagues at UP are super nice.

Q: Are there any skills you learned here that can be applied to other areas of your life?

A: The editors at UP are all obsessed with detail. They are very concerned about the wording, font, space between sentences, and whatnot. These are things that general readers typically do not notice but do greatly affect their reading experience. These details determine the success or failure of a book. This is what I learnt from UP.

Q: What kind of work did you usually do?

Q: Do you have any remarkable experiences to share?



Q: Why did you want to work at the Press and why did you stay so long?

Q: Are there any skills you learned here that can be applied to other areas of your life?

and communicating, I was able to start equipping myself with



SIN Hau Ching, Stephanie Marketing Intern

Q: What kind of work did you usually do?

A: As an assistant English editor, I was responsible for copy-editing English manuscripts and helping to write subcommittee reports (a document detailing why the Press should publish the book). Sometimes I had the chance to do book design research and simple InDesign formatting.

Q: Do you have any remarkable experiences to share?

A: I really enjoyed being the first to read a "book" that no one else has read yet!

Q: How did you overcome difficulties encountered at work?

A: A lot of times, taking a break and coming back to it a few hours or a day later helped. But with things that needed more than just time, and required more knowledge, a quick message to our English Editor was the way to go. She would always reply fast, too!

Q: Why did you want to work at the Press and why did you stay so long?

A: Three things: a good boss, a reasonable workload, and a convenient workplace. The senior interns and the English Editor herself took their time to teach me the ropes, and my studies were always considered in how much workload I was getting. Working was also flexible—at CityU campus, at the office, or at home.

Q: Are there any skills you learned here that can be applied to other areas of your life?

A: My communication skills, especially in written English became more refined, and I am now more critical of documents that I write in my everyday life. I copy-edit by reflex now and with the training I received as an intern at CityU Press, I can do it with ease.



Kazumi M. CHENG English Language Editoral Intern Working years: From 6/2019 to 6/2021

STUDENTS' COMMENTS



CHEUNG, Shireen (2007)

By spending my spare time working at the Press, I had the chance to participate in various stages of book editing, as well as the chance to participate in the book fair."



Department of Linguistics and Translation





"I learnt the skills of editing and proofreading at CityU Press and I was so satisfied with the books we published."

LEUNG, Rubee (2009)

Department of Linguistics and Translation

"The year I worked as an intern formed a significant part of my

NG Hoi Ying, Caren (2010)

Department of Linguistics and Translation

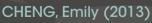




"We are like one big family. We worked together, had tea time together, and laughed together."

WONG, Hiu Ying Yammy (2012)

"I just wanted to learn something, then I spent two years interning at



Department of English



"Editing Eastward Flows the Great River was the most challenging task of my 3-year internship. It gave me a great sense of

FAN Ka Yan, Christine (2013)





LAU Kwan Ling, Jasmine (2014)

"The internship at CityU Press gave me opportunities to manage projects independently. The mentorship I received has benefitted my personal development."

LI, Cynthia (2015)





"My 3.5 year internship has passed in a blink of an eye. It has definitely added useful job experience to my university life!"

TSUI Wing Sze (2015)

"I am so glad I joined the Editorial Internship program, which undoubtedly led me to my current editorial career."

LEE Sin Yi (2015)

Department of Media and Communication





"The most memorable and exciting experience must be meeting with authors and being a helper at the book fair."

LAM Ka Yan (2015)



CHAN Yau Yin, Russell (2015)

"I recall being a part of the marketing team and organizing different book launches. I enjoyed my 3 years at CityU Press!"

IP Man Hei, Claudia (2016)

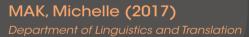




"When I was an intern, I was granted the opportunity to attend meetings with prominent authors in different professions."

TSUI Hoi Yin, Erica (2016) Department of Economics and Finance

"Knowledge, skills, and friendship are the things that I gained







"Working at CityU Press allowed me to meet new friends with similar interests, and also enabled me to improve my communication and problem-solving skills."

NG Wing Sum, Emily (2017) Department of Linguistics and Translation





"You will be surprised by how much you can learn from this internship."

KWOK Ka Hay (2017)

Department of Media and Communication



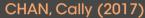


"It is good to learn how to think of marketing strategies and to apply all

CHEUNG Ka Man (2017)

Department of Media and Communication

"I was given a lot of chances to learn and apply different marketing strategies by updating social media."



Department of Media and Communication



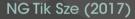


"With such good learning opportunities and sweet colleagues, I am glad to be one of the CityU Press members."

CHAN Wai Sze (2017)

Department of Marketing

"Being with books and working with other interns is a great thing in CityU Press."



Department of Linguistics and Translation





"Over the past few months, I learnt more than I ever expected in a great variety of disciplines. I believe that it is a valuable opportunity for everyone."

CHENG Wing Kuen, Eric (2018)







'Given the many tasks, responsibilities, and real-world situations I was introduced to, it was very helpful and has helped me develop practical skills necessary for my future career."

AU YEUNG Wing Yin, Charmaine (2018) Department of Marketing

"I like the job nature and atmosphere in CityU Press. I not only got to read books before they were published, but I also improved my Chinese writing skills, enhanced my interviewing techniques, and enriched my knowledge in publishing."



CHAN Wing Ki, Kristy (2019)



"If you are interested in editing and publishing, just grab the opportunity of CityU Press Intership Program, you can learn a lot

YU Kam Ying, Crystal (2021) Department of Linguistics and Translation

"I gained deeper knowledge of the operation structure of the Press, marketing skills, and some creative skills, which enhance my







Diverse and exciting... With some hard work, you will be proud to see the results."

LAM Yan Kiu, Sally (2021) Department of English

WHAT'S MORE

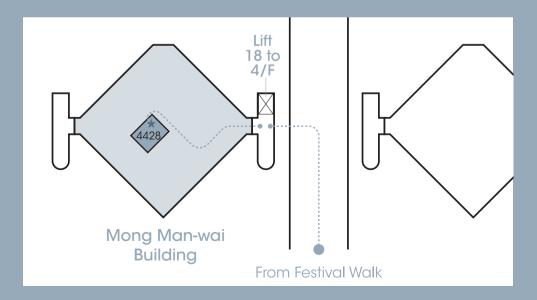
Our Design & Production Services

The Design and Production Services Team is at the forefront of operations at City University Press and strives to make your vision a reality through our profound belief in collective creativity. Our community of experienced professionals, each with a unique style and specialization, opens the gates to a veritable explosion of ideas for each project. We are adept at creating, enhancing, and producing thematic and graphic designs that come in all forms.

We cater to diverse disciplines and purposes. Our project scope varies from large event installations to small-scale, audience-focused designs—from bespoke, cutting-edge thematic ideas for ceremonies and conferences to refreshing visual tools for lectures; from infographics that communicate complex intellectual concepts for scholarly papers to premium souvenirs created for your personal taste — we do it all. Be it digital or printed mediums, one-off event setup or continuous seasonal decorations, we aim to capture your concept with creative flare.

http://www.cityu.edu.hk/up/design/

Campus Support Centre (Design Services)

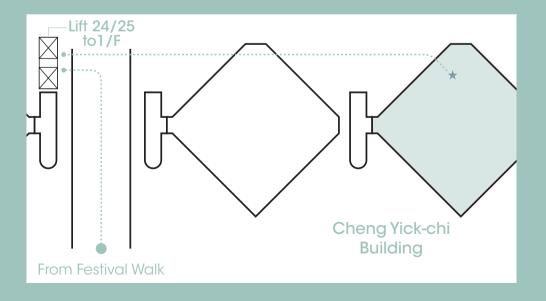




Our Printing Services

Printing Services is a division of the City University of Hong Kong Press and the University's central source for professional reprographic work. We offer high-speed photocopying services, both in colour and black and white, at low costs within a very short turnaround time. We have a range of offset printing machines and other print finishing facilities to provide a variety of printing and photocopying services as well as follow-up support services. We are specialized in the production of booklets, bookmarks, brochures, conference proceedings, flyers, handbooks, leaflets, newsletters, and standard stationery items (e.g. business cards and letterheads).

Printing Services



SNAPSHOTS















































WHAT DO WE EXPECT?

We expect our interns to be hard-working and well-organized. They should be reliable, willing to commit, and willing to learn. Creativity is also an important aspect that we look for and our interns should be willing to think outside the box.









www.cityu.edu.hk/upress

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