

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/editorial-assistant-research-publication-support/>

## HIRING ORGANIZATION

Script Space Journals Private Limited

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

India

? Remote work from: India

## EDITORIAL ASSISTANT – RESEARCH PUBLICATION SUPPORT

### BASE SALARY

INR 21000 - INR 23000

### DESCRIPTION

Script Space Journals Private Limited

Location: Gurgaon Sector 48

Work Mode: Work From Office

Experience: Freshers can apply

Qualification: Graduate or Postgraduate (any stream, research background preferred)

Salary: ₹21,000 – ₹23,500 per month

Contact: 9311537601

Email: [talent-acquisition@scriptspace.org](mailto:talent-acquisition@scriptspace.org)

This role is for Editorial Assistant. Work is related to research paper handling and publication process. Person should be detail focused and careful with document work.

### Role Overview

This position supports editorial team in managing research papers. Work includes checking manuscripts, formatting, and coordinating with authors. Person should understand basic research paper structure.

### Key Responsibilities

- Review and process research manuscripts
- Format documents as per journal rules in MS Word
- Do quality checks like plagiarism, references, and structure
- Coordinate with authors, reviewers, and editors
- Maintain records of submissions and updates

- Work on indexing platforms like Scopus, Google Scholar, Web of Science, and PubMed
- Help in proofreading and basic editing
- Complete work within deadlines

## Required Skills

Candidate should have basic knowledge of research papers. Communication skill should be clear.

- Understanding of research structure (abstract, methodology, references)
- Knowledge of publication process
- Familiarity with indexing platforms
- Good MS Word formatting skill
- Attention to detail and multitasking ability

## Preferred Knowledge

Some extra knowledge will be helpful but not mandatory.

- Plagiarism tools like Turnitin or Grammarly
- Referencing styles like APA, MLA, IEEE
- Experience in academic or editorial work

## Eligibility

Freshers with good academic background can apply. Candidates with research or project work experience will get advantage.

## Benefits

Company provides standard benefits like Provident Fund. Learning opportunity is available in research publication field.

## How to Apply

Interested candidates can send resume on email or contact directly.

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Email: [talent-acquisition@scriptspace.org](mailto:talent-acquisition@scriptspace.org)