

BOOK EDITING & FORMATTING SPECIALIST

Publishing Production, Editing & Print-Ready Preparation

JAG Global Network • Position Description • February 2026

PURPOSE OF THIS ROLE

The Book Editing & Formatting Specialist prepares the JAG Series manuscripts for publication across print, ebook, and audiobook formats. With a 10-book series launching across 2026–2027, this role is critical to ensuring every book meets professional publishing standards.

The combined manuscript library exceeds 317,000 words. This person ensures each volume is carefully edited, beautifully formatted, and properly prepared for Amazon KDP, IngramSpark, and other distribution channels.

CORE RESPONSIBILITIES

1. Editing

- Perform developmental editing to ensure structure, flow, and narrative cohesion
- Conduct line editing for clarity, tone, and readability
- Complete copyediting for grammar, punctuation, spelling, and consistency
- Perform final proofreading passes before publication

2. Interior Formatting

- Format manuscripts for print (paperback and hardcover) using professional typesetting standards
- Create ebook-optimized versions (.epub, .mobi) for Kindle and other digital readers
- Implement consistent typography, chapter headings, page layouts, and margins
- Handle special formatting: tables, images, sacred geometry symbols, Sanskrit text (जग)

3. Publishing Platform Preparation

- Prepare files for Amazon KDP (print and Kindle) and IngramSpark (global distribution)
- Ensure metadata, categories, and keywords are properly configured
- Manage proof copies, quality review, and iterative corrections
- Coordinate cover files with designers for spine widths, trim sizes, and bleed areas

PUBLICATION SCHEDULE

Books	Launch Date
Books 1–3 (Foundation Trilogy)	February 20, 2026
Books 4 + 6 (Valhalla)	March 13, 2026

Book 7 (Inti)	August 8, 2026
Book 5 (LOGOS)	November 11, 2026
Book 10 (Coffee Table)	February 14, 2027
Book 9 (Youth)	June 1, 2027
Book 8 (JAG:JAG)	November 11, 2027

REQUIRED SKILLS

- Professional editing experience (developmental, line, copy, or proofreading)
- Experience formatting books for print and/or digital publication
- Proficiency with formatting software (Vellum, Adobe InDesign, Atticus, or similar)
- Understanding of typography, page layout, and book design principles
- Familiarity with Amazon KDP and/or IngramSpark specifications
- Strong attention to detail

HELPFUL BUT NOT REQUIRED

- Experience with multi-book series formatting (consistency across volumes)
- Ability to handle special characters (Sanskrit, sacred geometry symbols)
- Experience with audiobook production platforms (ACX, Findaway)
- Cover design skills
- Interest in spiritual, consciousness, or personal development publishing

COMPENSATION

- Project-based work — per book or retainer arrangement
- Initial work may be volunteer/equity-based for founding team members
- Post-funding: Competitive project rates or salary with equity participation

TO EXPRESS INTEREST

Email: jag132013@gmail.com

Subject: Book Editing & Formatting Specialist — Application



JAG Global Network

The Architecture of Ascension