



Faculty Publishing Service



2024 ANNUAL REPORT

LETTER FROM THE EDITOR



Dear friends,

As we look back on this year, I am filled with gratitude for how far FPS has come. What began as a small idea within the Humanities college has steadily grown into a thriving community of learning, collaboration, and service. This report marks our very first annual reflection—a milestone in and of itself—and we are excited to share our story with you.

As a student in the BYU editing and publishing program, I remember how difficult it could be to hone my editing skills in practical settings. While I loved my classes and the information they provided, I wasn't sure how my studies would translate into employable skills. When I became an intern with FPS, things changed—I fell in love with academic editing and discovered how much I could grow by working on projects in publishing that were outside my comfort zone. I developed relationships I still utilize today in both professional and personal capacities. That experience shaped not only my skills but also my vision of what FPS could be for others.

After I graduated, I was fortunate to return to FPS—first as a professional editor and later as the managing editor. Over the years, I've seen firsthand how many people are benefitted by the services FPS provides. Students, professors, and authors often share the same sentiment: "I'm so grateful for FPS!" Their words remind me why we do what we do.

Our journey has been one of growth, experimentation, and connection. From transitioning to new tools that bring our team closer together to expanding our reach through fresh initiatives, FPS continues to evolve in ways that strengthen both our mission and the people we serve. At the heart of it all are the students, staff, and collaborators who bring energy, creativity, and dedication to everything we do.

This first annual report is not just a record of numbers or projects completed—it is a celebration of the people, the progress, and the promise of what lies ahead. We are thankful for the wonderful year of growth with FPS—here's to many more to come.

Savannah Lunt

SAVANNAH LUNT

FPS MANAGING EDITOR

ABOUT FPS



HISTORY

Since our beginnings, FPS has experienced remarkable growth. What started as a professor in the editing minor taking on projects with the help of a few student editors soon developed into the Faculty Editing Service and the Humanities Publications Center, which primarily supported a small group of professors. In 2018, the services were rebranded as the Faculty Publishing Service, and we expanded our reach to colleges across BYU and broadened the scope of our work. Today, we manage hundreds of projects each year, supporting faculty across the university while also providing services to clients beyond BYU. As our reach has grown, so has our influence on the rising generation of editors—we continue to offer students in the BYU editing program meaningful, hands-on experience in professional publishing while maintaining our commitment to excellence. Looking ahead, we remain dedicated to strengthening our impact both within the university and beyond, ensuring that our work continues to elevate scholarship and prepare students for success.

MISSION

Our mission is to provide professional-quality editing for BYU's faculty while also giving student editors a chance to receive mentoring to prepare them for publication positions after they graduate.

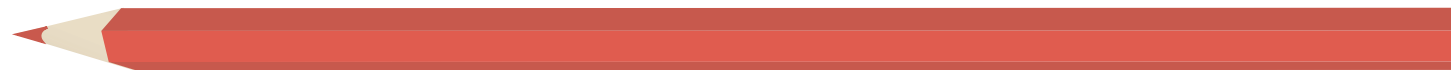
CONNECTION TO THE BYU MISSION

FPS supports faculty scholarship through professional editing while mentoring students in both skill and character. Our focus on hands-on experience, practical training, and personalized support reflects a strong student-centeredness, preparing students for meaningful careers in publishing. We promote excellence in scholarship and teaching and help build faith in Jesus Christ by enabling faculty to share research grounded in truth. The FPS environment fosters unity, love, and belonging, modeling exemplary conduct and professional integrity rooted in gospel principles.

MENTORING PROGRAM

At the heart of our mission is mentoring the next generation of editors. Each year, students in BYU's editing and publishing program gain hands-on experience by working directly with our professional editors and management team. Through personalized feedback, collaborative projects, and exposure to real-world publishing standards, our interns build both technical expertise and professional confidence. This mentoring ensures that students graduate not only with classroom knowledge but also with meaningful, practical experience that prepares them for successful careers.

MEET THE EDITORS



TEAM STRUCTURE

Our management team oversees all projects and client communication. Whenever possible, projects are first assigned to a student editor, giving them hands-on experience, before being reviewed by a professional editor for quality and accuracy. All of our editors are highly trained and stay current with the latest styles and standards. Projects can benefit from both student learning and professional oversight, providing multiple pairs of eyes and perspectives on the manuscript.



JACOB RAWLINS
EDITOR IN CHIEF



SAVANNAH LUNT
MANAGING EDITOR



KATE FOWLER
ASSISTANT MANAGING
EDITOR



KIM SANDOVAL
PROFESSIONAL EDITOR



CHRISTINA CHAMPENOIS
PROFESSIONAL EDITOR

OUR PROMISE

We are committed to delivering editing of the highest quality. Every project we take on is guided by professional standards, careful review, and a deep respect for the author's voice. Many of the projects we support go on to be published by academic journals, recognized publishing houses, or self-publishing avenues, reflecting the lasting impact of our work. Above all, we promise that our editing will not only refine the text but also strengthen its clarity, impact, and credibility.

MICHELLE LEONARD
PROFESSIONAL EDITOR



MEGAN EVANS
PROFESSIONAL EDITOR



ANNALYN SORENSEN
PROFESSIONAL EDITOR



2024 STUDENT INTERNS

LAUREN JOHANSEN
KAYLEE ANN ASHBY
GABRIELA WELLING
JENNI OVERY
AARON GREEN
MADI YOUNG

OUR SERVICES



COPYEDITING

We apply style guides and fix grammar, spelling, punctuation, and consistency to polish documents for publication.

PROOFREADING

We correct grammar, punctuation, spelling, and formatting issues in final manuscripts to ensure a clean, error-free publication.

FORMATTING

We format documents to match style guides like APA, MLA, or journal-specific rules, ensuring submission compliance.

SUBSTANTIVE EDITING

We improve clarity and flow by reorganizing content, removing repetition, and suggesting rewrites for better readability.

INDEXING

We identify key terms and create a professional index that follows a publisher's style guide for easy reference.

TYPESETTING AND DESIGN

We use InDesign to lay out text, design covers, and format pages for a polished, professional final publication.

TRANSCRIBING

We create or review transcripts for accuracy in spelling, punctuation, and formatting, based on specifications.

FACT-CHECKING

We check content against credible sources and flag issues as well as generate originality reports and plagiarism checks from Turnitin.

COPYRIGHT AND PERMISSIONS

We check the copyright of images, graphics, and other resources to assess if further permissions are needed.

SUPPLEMENTAL EDITING

We provide miscellaneous services for professors outside of this list from time to time. Just ask!

PROJECT PROCESS

Once a manuscript is submitted to FPS, the author receives a confirmation email within 1–2 business days. We review the scope and—when appropriate—first assign the project to a student editor for a first pass, followed by assignment to a professional editor for further editing and quality control. Throughout the process we provide clear feedback (via comments and tracked changes), keep the manuscript aligned with the target venue’s style and guidelines, and communicate any needed author clarifications. When the edit is complete, we return the manuscript to the author; we are happy to iterate with as many rounds of editing as needed to get it right.

PROJECT FEE

FPS bills \$40/hour for all services. For professors in a contracted college—Engineering, Humanities, FHSS, Religious Education, Marriott School, or the Harold B. Lee Library—those colleges have already agreed to cover FPS project costs. For professors in a non-contracted college, working with your college can help secure funding and/or access approved research funds. External (non-BYU) clients are welcome and can pay through BYU’s billing service. (We can provide a time/cost estimate upon request to plan funding and timelines.)

FREQUENTLY ASKED QUESTIONS

Can I edit my manuscript while it is submitted to FPS?

No. Please submit the draft you want us to edit. If you’re still revising, wait until you’re ready. After we complete our work and return the file, you’re welcome to make additional edits.

How many rounds of editing are included?

We’ll partner with you for as many rounds as needed to reach a publishable result. Each round is scheduled and billed at the standard \$40/hour rate.

How long will my project take?

Timelines depend on length, complexity, and editor availability. We confirm scope on intake and communicate a target window; expedited requests are accommodated when possible.

Which style guides do you support?

Chicago, APA, MLA, journal-specific styles, and house styles for presses. If your venue has unique guidelines, share them on submission.

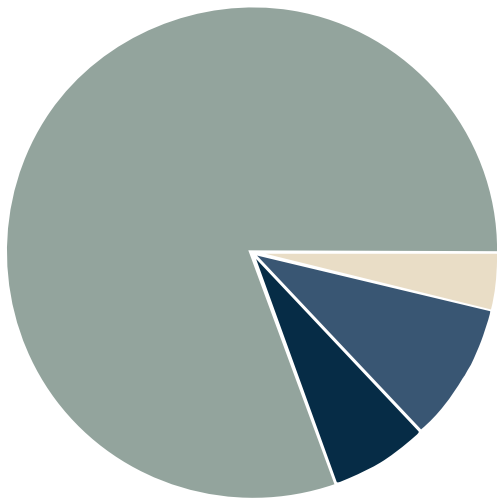
Do you fact-check and verify references?

We check internal consistency (citations, notes, bibliography formatting) and can flag obvious issues; source verification and permissions remain the author’s responsibility unless otherwise arranged.

What file types do you accept?

Editable formats (e.g., .docx) are preferred for tracked changes. We can also work from PDFs for proofing and typesetting.

BY THE NUMBERS



PROJECTS BY TYPE

- EDITING (81%)
- INDEXING (7%)
- DESIGN (9%)
- OTHER (3%)

 **185**
TOTAL PROJECTS

15,690
AVERAGE WORD COUNT

CLIENTS
RETURNED
FOR OTHER
PROJECTS

32



22%

INTERN PROJECTS



2,622

BILLABLE HOURS



OUR TOTAL AVERAGE
EDITING SPEED WAS
2,694 WORDS/HOUR

FPS CONTRACTED WITH SIX BYU COLLEGES
AND COMPLETED 158 FACULTY PROJECTS



- HUMANITIES (40%)
- FHSS (21%)
- RELIGIOUS EDUCATION (9%)
- MARRIOTT SCHOOL (7%)
- HBLL (8%)
- ENGINEERING (0%)

Tt

95

PROFESSORS
USED FPS



85% OF OUR PROJECTS
CAME FROM FACULTY
FROM A CONTRACTED
COLLEGE AT BYU

LOOKING AHEAD



SUCCESSSES

In 2024, FPS contracted with the BYU College of Engineering and continued to serve dozens of other repeat clients and colleges. We also remained committed to fostering intern growth—four of our interns stayed with us until they graduated in 2024, leaving FPS with skills that prepared them to succeed in their future careers.

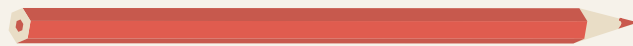
UPCOMING GOALS

To improve collaboration and efficiency, we plan to transition to new communication tools. We also plan to launch a new marketing campaign and website aimed at expanding our services to more colleges. To keep up with the growing demand, we plan to hire additional employees and implement a structured feedback system where at least seventy-five percent of projects will be assigned first to a student intern and then reviewed by a professional editor.

2024 PUBLICATIONS

While FPS is not a traditional publishing company, our services make it possible for many authors to pursue publishing, whether by traditional or self-publishing means. In 2024, FPS worked with author submissions that were later published by the following organizations:

- University of Nebraska Press
- Amsterdam University Press
- University of Toronto Press
- Peepal Tree Press
- University of Illinois Press
- Cedar Fort Publishing
- Deseret Book
- University Press of Mississippi
- University of North Carolina Press
- MIT Press
- Academica Press
- Bloomsbury Academic Publishing
- Emerald Publishing
- Editions Eyrolles
- De Gruyter Brill
- College Sport Research Institute
- BYU Academic Publishing
- BYU Religious Studies Center
- *Journal of Extensive Reading*
- *Journal of Reading and Writing*
- *Journal of Peer Tutoring in Secondary Schools*
- *Journal of the American Academy of Religion*
- *Latter-day Saint Counseling and Psychotherapy Association*
- *The Electronic Journal for English as a Second Language*
- *Buckeye East Asian Linguistics*
- *German Politics and Society*
- *Institut für Sächsische Geschichte und Volkskunde eV*
- *The American Review of Public Administration*
- *Journal of the National Council of Less Commonly Taught Languages*
- *Journal of Hospitality & Tourism Research*
- *The Journal of Experiential Education*
- *Journal of Family Issues*
- *Library Resources & Technical Services*
- *Journal of Library Administration*
- *Open Journal of Nursing*
- *Journal of Management Studies*
- *Experiential Learning & Teaching in Higher Education*
- *Arts Education Policy Review*
- *Art, Design & Communication in Higher Education*
- *Journal of Business Ethics*
- *IASSIST Quarterly*
- *Information & Management*
- *The Modern Language Journal*
- *BYU Design Review*



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