

Summer Internship Report 2017

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Hometown: Shreveport, Louisiana



**NewSouth Books
Montgomery, Alabama**

Provide an overview of the organization/research project and a summary of your responsibilities, tasks, and/or projects.

NewSouth Book is a small publishing company based in Montgomery, Alabama. The publisher mainly publishes books that focus on topics related to Southern and African American history, African American Culture, Civil War, Civil Rights, and the state of Alabama. During my internship, I engaged in several tasks, mainly in the fields of proofreading, editing, indexing, contacting people, working in the warehouse, and delivery. I would regularly proofread the chapters from a manuscript and provide notes, questions, and suggestions on it. I would then discuss my suggestions with my superior and get his input. I edited rough text into the template of a book in Adobe InDesign as well. Also, I read various submitted manuscripts given to us by inquiring authors. I would read through each proposal, file it, then recommend for further reading or reject it. The company tasked me with expanding our current contact list with the names of professors and colleges based in Pennsylvania, college bookstores in Alabama, and librarians in the Alabama public school system. Indexing was another task that I was given. I read through a book that would be published next year, and I compiled an index based on important names, places, and events in Adobe InDesign. I made several small deliveries in my car to clients and helped them sell books at a small event. I also spent a week in the warehouse assembling pallets and moving them onto the curb for the loading truck since they changed distributors.

During your internship, what did you accomplish or how did you make a difference? In what ways did you grow in your professional and technical skills?

In many ways, I helped NewSouth Books with important tasks for multiple projects. One way was expanding the contact lists for the company. It helped me with developing how professional

correspondence should operate and it taught me about using FileMaker as well. Also, through indexing and formatting, I have a greater understanding of programs such as Adobe InDesign.

Describe a problem that you helped to solve at your internship. What skills or knowledge from your education at Sewanee helped you address the problem?

I did not face many problems during my internship, but one sticks out. During the last few weeks of my internship, the company needed someone to track down the rights to the images that they planned on using for the cover of a book. For my class presentations at Sewanee, I knew how to track down the rights to an image using reverse image search engines. Through this, I was able to find the owners and companies who owned the images, which enabled me to promptly contact them.

In what way were your teamwork skills strengthened?

Teamwork is an important aspect of working at a small company. One instance was when the office was tasked to refresh the tags of the company's titles in our computer system following the change of our distributor. We each divided the list of titles into more manageable amounts for us to complete. By dividing and conquering, we were able to finish much faster and strengthened our bond as well.

How did your internship affect your career plans?

After completing my internship, I realized that I still wanted to have a career that related to the literary sector. By interning at a publishing company, I now have a greater understanding of this process and hope to use my experience when I submit my first manuscript. In many ways, it strengthened my desire to have a job in this field.

In what ways did your internship cause you to encounter people of different backgrounds from your own? What steps did you take to communicate effectively with such persons? What did you learn from such persons' perspectives?

Living and working in a city where I had no prior knowledge about publishing allowed me to adapt to talking to and working with people of different backgrounds. One such example was emailing some images from an already published book to an inquiring person who wished to use the images for a class. While trying several times to email the images, the person did not receive them. However, after corresponding and realizing the problem that they had with technology, I was able to fix it and email it using a different service, and it went through. I learned that my explanations need to be clearer and I cannot assume that the other person will share the same knowledge that I have about a subject.

Words of advice for future interns (housing, transportation, etc.)?

I highly recommend staying at an apartment at AUM since it is about a 10-minute drive from the office. NewSouth Books is a very laid back office. The coworkers are amazing people and the two bosses are fantastic. I highly recommend this internship.

Words of thanks to your internship funding donors:

Thank you so much for providing this wonderful opportunity for my internship. I appreciate your wonderful contribution to help Sewanee students, such as myself, the ability to experience these wonderful internships.