

Contact details

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Services available

- Copy-editing and proofreading
- Rewriting and language editing
- Word formatting and template development
- HTML coding and page layout
- Academic research and project management

Employment history

Language editor	Various papers and articles, for Compuscript Ltd	2011– present
Editor	Departmental weekly newsletter, for the Department of Archaeology, University of York	2009– present
Editorial assistant	<i>International Journal of Osteoarchaeology</i> , for the Department of Archaeology, University of York, and John Wiley & Sons	2004–2012
Language editor and copy-editor	<i>Cytotherapy</i> , for Informa Healthcare	2000–2012
Copy-editor, freelance	Various projects, including those above, from textbooks and monographs to monthly journals, for clients including English Heritage, Joseph Rowntree Foundation, Taylor & Francis, Wiley-Blackwell, HarperCollins and Heinemann	1993– present
Managing editor, in-house	York Publishing Services, York	2000–2002
Desk editor, in-house	National Curriculum Council, York	1991–1993
Copy-editor, in-house	Blackwell Scientific Publications, Oxford and Edinburgh	1987–1991

Qualifications

PhD Archaeology	University of York	2012
MSc Zooarchaeology	University of York	2003
BSc Environmental Biology and Anthropology	Oxford Polytechnic	1985

Software knowledge

- Word, for writing, editing, formatting, layout, and template and macro creation
- EndNote, for reference management
- Dreamweaver and Terminal 4 central management system, for generation of web pages and HTML newsletters
- ScholarOne Manuscripts, for author submission and peer review management, and generation of production reports
- Acrobat, PowerPoint, Photoshop, Illustrator and InDesign, for presentation of data and text
- Excel and Access, for database design, data manipulation and data presentation
- MINITAB, for basic statistical analysis and data presentation
- ArcMap, for basic geographical presentation of data

Additional information

I was trained in-house at Blackwell Scientific Publications in 1987 as a scientific, technical and medical (STM) copy-editor and proofreader on a variety of scientific journals. I became freelance in 1993, after working for the National Curriculum Council. As well as scientific journals, I have worked on many educational textbooks, for levels from Key Stage 1 to A2, predominantly in the field of biology. As part of my continuing professional development, I became a part-time PhD student in the field of archaeology in 2004, graduating in 2012. My subject areas are science and social science generally, and more specifically environmental biology and zooarchaeology. As a research student I have had my own articles published, so I have first-hand knowledge of the publication process from authorship, to peer review, copy-editing, proofreading and final production, be that for print or HTML newsletter.

I have been an advanced member of the Society for Editors and Proofreaders (SfEP) since 1995.

I have lectured in the use of Word, and provided one-to-one training in Word.