



Margaret Hunter

Proofreader, copyeditor and formatter

"Your attention to detail and eye for consistency is incredible.
It has been a pleasure working with you."

Danielle Peel, Head of Project and Policy, Chartered Institute for the Management of Sport and Physical Activity (CIMSPA)

SUMMARY

Freelance proofreader, copyeditor and formatter since 2003. I work with communications professionals across a range of sectors, including publishers, businesses, governments, NGOs and agencies, to deliver quality publications and content. I also provide book editing, design and layout for self-publishing business writers. Before starting Daisy Editorial I spent over 14 years working in information and publications roles in an international legal firm, a local authority and several NGOs, including Save the Children, The National Tenants' Resource Centre and The Federation of Community Work Training Groups.

QUALIFICATIONS AND TRAINING

Publishing Training Centre (PTC)

- Proofreading (*Distinction*)
- Copyediting (*Merit*)

Chartered Institute of Editing and Proofreading (CIEP, formerly SfEP)

- Advanced Professional Member
- Council director from 2015 to 2021
- Introduction to Proofreading
- Onscreen Editing 1 and 2
- Brush Up Your Grammar
- Web Editing and Proofreading
- Introduction to Fiction Editing
- Practical Markup of PDFs
- Editing with Word
- Plain English for Editors

Other

- MPhil Child Studies (*Distinction*)
- Scots Law degree (LLB), Diploma in Legal Practice (DipLP)
- Regular CPD, for example: InDesign CC EPUB Fundamentals; Creating a Responsive Web Design, Introduction to PerfectIt and Advanced PerfectIt, Mastering Styles and Templates, Creating Accessible PDFs

CLIENTS AND EXPERIENCE

Examples of clients I have worked for

- AAHV, Academy for the Advancement of Human Values
- ALLi, Alliance of Independent Authors
- Basis Research
- British Council
- CIHT, Chartered Institution of Highways & Transportation
- CIMSPA, Chartered Institute for the Management of Sport and Physical Activity
- FIGO, International Federation of Gynecology and Obstetrics
- IfG, Institute for Government
- OII, Oxford Internet Institute
- RCPE, Royal College of Physicians of Edinburgh
- RCR, The Royal College of Radiologists
- RISJ, Reuters Institute for the Study of Journalism, Oxford University
- via agencies: eg CGIAR, CoSAI, ICARDA, ODI, SEI, UNFPA, WFP, WIPO, WWC
- numerous independent authors

Examples of publications edited and/or formatted

- CIHT, [Delivering sustainable transport for housing developments: Fixing a failing planning and transport system](#)
- FIGO, [Ethics and Professionalism Guidelines for Obstetrics and Gynecology](#)
- RCR, [Gynaecological cancer: RCR consensus statements](#)
- [Research Impact and the Interconnectedness of Stuff](#)
- RISJ, [How we follow climate change: climate news use and attitudes in eight countries](#)
- [The Inner Power of Stillness: A practical guide for therapists and practitioners](#)
- [Who Says Age Should Slow You Down?](#)

Examples of how I have helped clients

- Editing complex public policy reports for a general readership and to ensure compliance with organisational style preferences.
- Editing multi-author textbooks for consistency of content and design; ensuring syllabus requirements included and correctly referenced.
- Working with development and picture editors to choose illustrations for books, ensuring a good gender and ethnic mix; writing image briefs for artwork designer.
- Editing articles for an author whose first language is not English while maintaining his distinctive tone of voice and field-specific language.
- Formatting academic reports by creating and applying Word styles, making references consistent and preparing lists of acronyms and tables.
- Designing interior pages for books and reports, layout in InDesign and preparing print and ebook digital files for publication.

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Please get in touch for an initial consultation or fee estimate.