

# Duncan Proofreading

Rachel Duncan

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*What really makes Rachel stand out is her deep engagement with the work at hand, which she thoroughly studies so that its aim is best reflected in the final product.*

Dr Monika Hirmer, SOAS University of London

## Summary

I am a fully qualified and experienced non-fiction and academic proofreader and a **professional member** of the **Chartered Institute of Editing and Proofreading (CIEP)**.

With a wide range of experience drawn from many areas I am an intelligent reader with excellent analytical writing skills and a keen eye for ambiguity, inconsistency and errors.

## Skills

- proofreading and proof-editing non-fiction and academic material, using either PDF annotation tools or Word's Track Changes and Comments
- good grasp of grammar and ability to spot spelling and grammatical errors
- experienced at formulating style sheets and ensuring consistency in usage and presentation
- excellent communicator who can work with authors to ensure their prose is clear, accurate and appropriate for the audience
- highly organised and meticulous in attention to detail

## Qualifications and CPD

- University of Bradford: BA (Hons) First Class Interdisciplinary Human Studies
- Publishing Training Centre (PTC): Basic Proofreading V5 (Merit); Adobe Tools for Editors
- CIEP: Proofreading Theses and Dissertations; Word for Practical Editing; References; Copyediting 1: Introduction; Copyediting 2: Headway (Merit)
- Denise Cowle Editorial: How to Mark Up PDF Page Proofs
- Cambridge ESOL Level 5 Certificate – CELTA
- NCFE Level 3 Award in Education and Training with a focus on ESOL
- ELT-Training.com: Grammar for Language Teachers
- Permaculture Design Certificate

## Experience

- over three years' experience of proofreading and proof-editing PhD theses and master's dissertations in a wide range of social studies and humanities subjects, as well as academic journal papers, books and book chapters, travel writing blogs and website content

## Duncan Proofreading

- CELTA and ESOL trained with an excellent knowledge of grammar and language structure
- experienced at working with people for whom English is a second/foreign language.

