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## Julia Sandford-Cooke

### Writer | Editor | Communications consultant

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#### What can I do for you?

I have worked in publishing for more than 25 years, first in-house for publishers and then as WordFire Communications, providing **non-fiction writing and editorial services** to publishers, businesses and individuals.

Most days, you'll find me **writing, development editing, copy-editing or proofreading non-fiction content**, usually relating to business and education but also on topics as varied as video games, law, occupational health and safety, sport and sustainability.

Recently, I've been working on a lot of **online courses** for adult learners.

I might also be developing and project-managing **vocational and FE textbooks and tutor materials**.

I love **writing** blogs – or, really, writing anything.

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#### Who are my clients?

- Educational and business publishers.
- Print and digital design agencies.
- Publishing project management companies.
- Copywriting agencies.
- Commercial organisations and businesses.
- Non-profit foundations
- Workforce and skills development bodies.
- Individual writers and photographers.

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## What are my skills?

- **Editorial:** copy-editing, development editing, hard-copy proofreading, non-native English editing, onscreen editing and proofreading, PDF mark-up, plain English editing, compiling style guides, substantive editing.
- **Writing:** textbook authoring, copywriting, repurposing, rewriting, technical writing, matching tone of voice.
- **Management and specialist:** briefing, commissioning, consultancy, matching content to qualification specifications, managing photo shoots, identifying plagiarism, project management, quality assurance, research.
- **Online/digital:** content testing, search engine optimisation (SEO), web content writing and editing.

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## What are my qualifications?

- I'm an **Advanced Professional Member** of the Chartered Institute of Editing and Proofreading (CIEP). That's the highest level there is.
- I'm a **Full Member** of ACES: The Society for Editing.
- I developed my **editorial and management skills** by working at four very different publishing companies.
- I have a BA Hons degree in English Literature from Hertford College, **University of Oxford**.
- I have a **Postgraduate Diploma in Management Studies** from the Chartered Management Institute.
- Over the last few years, I've been learning **French, Dutch and Spanish** so I know a lot about language, and the challenges of expressing yourself.

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## Can I make your message clear?

**CIEP directory:** <https://www.ciep.uk/directory/julia-sandford-cooke>

**LinkedIn:** [www.linkedin.com/in/juliasandfordcooke](http://www.linkedin.com/in/juliasandfordcooke)

**Website:** [www.wordfire.co.uk](http://www.wordfire.co.uk)

