

Curriculum Vitae and Portfolio Extract for Stephen York T/A Stephen York Editorial Services



Contact details:

Telephone/Fax: 0116 210 0181

Mobile: 07543 932048

Email: yorkeditorial@outlook.com

Website: <https://www.yorkeditorial.com>

Affiliations

I am

- an Advanced Professional Member of the Chartered Institute of Editing and Proofreading
- a member of the Society for Popular Astronomy
- a member of the Richard III Society.

Tax status

Self-employed / freelance registered with Inland Revenue, Leicester office. VAT exempt.

Personal qualities

I consider my personal attributes are that I

- am a methodical, focused and dedicated proofreader
- pay close attention to fine detail
- handle sensitive information in a confidential manner
- raise thoughtful queries
- work to agreed deadlines and budgets
- work flexibly to achieve the required results.

Experience and skills

I have been a full-time freelance proofreader since 1989, have proofread over 2,700 publications and documents, and have experience in

- proofreading against copy and blind, both hard copy and on screen (on-screen proofreading only is offered now)
- on-screen proofreading of Microsoft Word, Excel and PowerPoint files, and Adobe Acrobat PDFs received by email or downloaded from FTP sites
- proofreading in a broad range of subjects
- light editing of educational / vocational materials
- collation of authors' corrections, liaising with authors over queries
- blogging and rewriting.

Subject areas

- anthropology; cultural and social studies
- astronomy (general, popular, artificial satellites, space exploration)
- business studies

- defence and military
- economics and economic geography
- education (primary, secondary, higher and vocational)
- estate and property management
- finance, accounting, banking and investment
- history (especially twentieth century, ancient Greece, Wars of the Roses)
- management and training
- marketing, strategy and branding
- philosophy and ethics
- real estate (corporate, valuation and appraisal)
- theology and religious studies.

I also have had experience in proofreading the following subjects: classic cars, crafts, DIY, exploration, fishing, gardening, sailing and travel guides.

A few of the more recent book titles I have worked on

(Also, visit my website at <https://www.yorkeditorial.com> to access the Recent projects tab.)



