

Margaret Hunter

Proofreader, copy-editor and formatter

“ All looks very clear to me... It’s nice to have found a good copy-editor. ”

Louise Le Bas, Associate of Just Content publishing services

SUMMARY

Freelance professional proofreader, editor and formatter since 2003. I work onscreen, and on hard copy if required, for a diverse range of clients including mainstream publishers, businesses, government, NGOs and agencies, particularly general non-fiction, textbooks and business guides. I also provide editing, design and layout for independent authors. Before going freelance 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 & TRAINING

Publishing Training Centre (PTC)

- Proofreading (*Distinction*)
- Copy-editing (*Merit*)

Society for Editors and Proofreaders (SfEP)

- Advanced Professional member; marketing and PR director since September 2015
- Introduction to Proofreading
- Onscreen Editing 1 and 2
- Brush Up Your Grammar
- Web Editing and Proofreading
- Introduction to Fiction Editing

Other

- MPhil Child Studies (*Distinction*)
- Scots Law degree (LLB), Diploma in Legal Practice (DipLP)
- Regular CPD self-study, for example: InDesign CC EPUB Fundamentals; Creating a Responsive Web Design

MARGARET@DAISYEDITORIAL.CO.UK

BALLALEIGH COTTAGE, BALLALEIGH ROAD, KIRK MICHAEL, ISLE OF MAN, IM6 1HJ
01624 877919 / 07624 321041

CLIENTS & EXPERIENCE

Examples of clients I have worked for

- Macmillan Caribbean, publisher
- Just Content publishing services, project manager
- Mutsawashe Svosve, independent author
- Inside Meditation, small business
- TSO (The Stationery Office), publisher
- Manx Ornithological Society, NGO
- The CGIAR Challenge Program on Water and Food, NGO
- Reuters Institute for the Study of Journalism, Oxford University

Examples of how I have helped clients

- Editing multi-author textbook for consistency of content and design; ensuring syllabus requirements included and correctly referenced.
- Working with development and picture editors to choose illustrations for textbook, ensuring a good gender and ethnic mix; writing image briefs for artwork designer.
- Helping author rewrite a memoir, designing interior pages and preparing print-on-demand and e-book files.
- Rewriting content for a business website to achieve clarity and enhance search engine results.
- Editing magazine articles for a non-native English speaker while maintaining his distinctive tone of voice and field-specific language.
- Formatting an academic book into house style, including making references consistent and inserting new subheadings; preparing lists of acronyms and tables.
- Liaising directly with authors and development editors, raising and dealing with queries as appropriate.

HOW I WORK

- I help you polish your writing for better reader engagement.
- I know when to intervene and when to leave alone.
- I won't try to impose my own voice in your writing because I think it sounds nicer than yours.
- I can quickly learn the rules of your house style, or devise one for you, and make sure it's used consistently.
- I will endeavour to be clear about what I need from you and will clearly explain what I have done with your work.
- I'll always deliver work on time if I have what I need from you and will be transparent about my pricing.

Please get in touch if you would like to discuss my proofreading, editing or layout services.

MARGARET@DAISYEDITORIAL.CO.UK

BALLALEIGH COTTAGE, BALLALEIGH ROAD, KIRK MICHAEL, ISLE OF MAN, IM6 1HJ
01624 877919 / 07624 321041