

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



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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. Exempt for VAT.

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 in the UK and abroad over the resolution of queries at proof stage
- blogging and rewriting.

Subject areas

- 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 and King Richard III, Tudor)
- management and training
- marketing, strategy and branding
- philosophy and ethics
- real estate (corporate, valuation and appraisal)
- social and cultural studies (including poverty, deprivation and social exclusion)
- 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:



Other recent projects: Books

Details of less recent proofreading projects are given below by subject area. Some of the more recently published books have links to them.

Business, finance, and economics

- [Foundations of Economics](#) by A Gillespie (OUP)
- [Economics for Business](#) by A Gillespie (OUP)
- [The Future of National Development Banks](#) by S Griffith-Jones and J Ocampo (OUP)
- Collaborating for Our Future by B Gray and J Purdy (OUP)
- Leadership by M Iszatt-White and C Saunders (OUP)
- Accounting for Business by P Scott (OUP)
- Collins Cape Economics MCQ Practice Book by D Ramsingh
- Collins Cape Accounting Revision Guide by C Herrera and L Stephens-James
- [Charitable Giving and Tax Policy](#) by G Fack and C Landais (OUP)
- Manufacturing Transformation in Africa by J Page et al. (OUP)
- How Nations Innovate by J Huo (OUP)
- Collins Cape Economics by D Ramsingh (HarperCollins)
- Monetary Policy Operations and the Financial System by U Bindseil (OUP)
- International Trade and Economic Development by R Acharyya and S Kar (OUP)
- Developing Employability for Business by M Lumley and J Wilkinson (OUP)
- Financial Accounting, Reporting and Analysis by J Maynard (OUP)

Education

- [Holocaust Education](#) eds S Foster et al. (UCL)
- Communities of Activism: Black women, higher education and the politics of representation ed. J. Etienne (UCL)
- [Assessment and Feedback in Higher Education: A guide for teachers](#) by T McConlogue (UCL)
- [Knowledge, Policy and Practice and the Struggle for Social Justice: Essays inspired by the Work of Geoff Whitty](#) eds A Brown and E Wisby (UCL)
- Teaching in Effective Primary Schools by I Siraj et al. (UCL)
- Second Language Learners in International Schools by M Carder (UCL)
- Homework: The Evidence by S Hallam and L Rogers (IOE)
- Enhancing Learning and Teaching with Technology by R Luckin (IOE)
- The Principal by M Dale, K Orr and J Petrie (IOE)
- Dynamic Digital Technologies for Dynamic Mathematics by A Clark-Wilson and C Hoyles (IOE)
- Children's Literature about Refugees by J Hope (IOE)
- Will the Leopard Change its Spots? by F Coffield (IOE)
- Putting the Test in its Place by J Berry (IOE)
- PALEC case studies (IOE)
- Preventing Dropout: Lessons from Europe by C Arnold and T Baker (IOE)
- Muslim Mothers and their Children's Schooling by S Din (IOE)

- Whatever Happened to Extended Schools? by Doug Martin (IOE)
- Dewey in Our Time by P Cunningham and R Heilbronn (IOE)

History

- [Sovereignty at the Paris Peace Conference of 1919](#) by Leonard Smith (OUP)
- [The Hellenistic Age](#) by P Thonemann (OUP)
- What Do Students Know and Understand About the Holocaust (IOE)
- Postcolonial Germany: Memories of Empire by B Schilling (OUP)

Literary studies and poetry

- [Poems of Guido Gezelle](#) by P Vincent (ed.) (UCL)
- [Madness and the Romantic Poet](#) by J Whitehead (OUP)

Marketing materials

- HSE Interactive: Optimising power and work brochure (Full Media)
- New College Leicester – prospectus (Epic Communications)
- Part Two Contract of Employment – handbook (SGS)
- ISO 50001 Pitfalls booklet (SGS)
- Case Study: Ashridge Business School (SGS)
- The Route to ISO 9001:2015 – booklet (SGS)
- Four marketing documents with social media for Numitas

Philosophy and ethics

- [Perceptual Ephemera](#) by T Crowther and C Mac Cumhaill (OUP)
- [Fellow Creatures](#) by C Korsgaard (OUP)
- [On the Genealogy of Universals](#) by Fraser MacBride (OUP)
- Idealism by T Goldschmidt and KL Pearce (OUP)
- Normal Rationality by A Margalit and CR Sunstein (OUP)
- The Structuring Mind by S Watzl (OUP)
- Abstractionism by P Ebert and M Rossberg (OUP)
- British Ethical Theorists by T Hurka (OUP)
- Balthasar on the Spiritual Senses by M McInroy (OUP)

Politics

- [Kidnap: Inside the Ransom Business](#) by A Shortland (OUP)
- [Party and Democracy](#) by P Ignazi (OUP)
- The Acceptance of Party Unity in Parliamentary Democracies by DM Willumsen (OUP)

- Arms Race in International Politics by T Mahnken, J Miaolo and D Stevenson (OUP)
- Conceptualizing Terrorism by A Richards (OUP)

Religion and theology

- [St Theodore the Studite's Defence of the Icons](#) by T Tollefsen (OUP)
- Victorian Christianity and Emigrant Voyages by R Strong (OUP)
- How the Light Gets in by G Ward (OUP)
- God's Command by J Hare (OUP)
- Receptions of Newman by PD Aquino and BJ King (OUP)
- Religion and Other Beliefs (NCB)

[Note on abbreviations used: IOE, UCL Institute of Education Press; NCB, National Children's Bureau; OUP, Oxford University Press; UCL, University College London Press.]

Recent projects: Reports

- Transition to the OfS – draft report (Universities UK (UUK))
- Online Harassment (UUK)
- The Student Visa System – Principles for reform (UUK)

Recent projects: Journals – academic and vocational

- [Architecture MPS](#) (UCL)
- [Corporate Real Estate Journal](#) (HSP)
- [International Journal of Development Education and Global Learning](#) (IOE)
- [Journal of Building, Survey and Appraisal](#) (HSP)
- [Journal of Payments Strategy & Systems](#) (HSP)
- [Journal of Risk Management in Financial Institutions](#) (HSP)
- [Journal of Securities, Operations and Custody](#) (HSP)
- [London Journal of Canadian Studies](#) (UCL)
- [London Review of Education](#) (IOE)
- [Research for All](#) (IOE)

Education modules: Edinburgh Business School

- Marketing Insights course notes
- Finance in the Oil and Gas Industry course notes

Education modules: University of Leicester School of Business

- Managing and Developing People course notes

Education modules: City & Guilds Institute, London

- Entry Level Maths 1, 2, and 3
- Entry Level Maths Functional Skills
- Level 3 Unified Communications Technician – ATM and grid
- Senior Leader Programme in Further Education (eight modules)
- Diploma in Social Media – Level 3
- Diploma in Health and Social Care – Levels 2 and 3
- Diploma in Electrical Installation – Levels 2 and 3 checking of ebooks
- Diploma in Business Administration – Levels 2 and 3
- Diploma in Employability Skills – Level 1

These modules included light editing and formatting of vocational qualification materials using SmartScreen, including checking:

- question and answer exercises
- learning resources to lesson plans and schemes of work
- checking ebooks to the original printed versions

and creating basic artwork in Word using SmartArt on occasions.

Visit my website at <https://www.yorkeditorial.com> to access three historic portfolios for academic, business and trade titles under the Recent proofreading projects tab.