

Tim Hammerton

Non-fiction editor | Project manager | Content writer

Working with academics, businesses, institutions and individuals



Hello, I am Tim and I have been writing, editing and managing projects for over 20 years.

I enjoy working with people and helping them to realise their visions.

My approach is always to understand the objectives of each project and to adapt my approach to meet its requirements.

My promise is that I will do my best to help you make your work as good as it can be.

To find out more, visit my website:

[Home - Tim Hammerton](#)

Who do I work with?

I work with academics, businesses, the public sector, institutions and individuals.

A feature of my career has been adaptation to new situations, partners and sectors, and quickly building working relationships, knowledge and an understanding of requirements.

It is great that so many people have trusted me and I am pleased that I have made positive contributions to their work.

Services

Non-fiction developmental editing

- Are you too close to your text and need help to be sure that everything is in place?
- Is your argument clear and understandable to your audience?
- Does your text flow smoothly or do you need help with its structure?

Any kind of writing will go through a developmental phase that considers structure, tone and content and whether text meets the needs of its audience.

Developmental editing provides an independent perspective that either confirms that objectives are being met or identifies ways of improving the message. It looks at the big picture and considers the purpose of the text, what it is trying to achieve, the central argument and whether the message is clear to its audience.

[Find out about my developmental editing support](#)

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Non-fiction copyediting

- Does your document need copyediting or proofreading before it is finalised?
- Have you made style decisions for consistency of spelling, grammar and punctuation?
- If your document has been written by multiple authors, does it have a shared style and approach?

Often people ask for draft text to be proofread when they want a detailed assessment of language, consistency, grammar and punctuation. As proofreading was traditionally the final stage of the publishing process – when the type had been set – the options for change were limited. It is more likely it is the earlier stage of copyediting they are seeking.

[Find out about my copyediting service](#)

As copyediting usually follows the developmental editing stage, I could combine these services.

Project management

- Do you need to set-up a project delivery plan and monitoring process?
- How do you manage multiple stakeholders and meet project objectives?
- Does your funder require a written/financial project report?

As each project has its own requirements and objectives, different and suitable project management approaches are needed. Regardless of scale, all projects must have clear delivery plans, appropriate resources, and monitor and adapt their operations to meet their objectives while considering time, costs, quality, scope, benefits and risk.

[Find out about my project management service](#)

Content Writing

- Do you need to share clear, well-structured and persuasive information?
- Are you writing against a specification and need to ensure that requirements are met?
- Would you like a co-author to help you develop your text to effectively reach its audience?

There are many ways to approach writing; these are usually shaped by an objective and the target audience. I work with teams to understand goals and information and then build a clear argument or summary to present their case effectively.

[Find out about my content writing service](#)

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What do I work on?

Editing and writing

As an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP), I have experience – developmental editing, copyediting, proofediting, proofreading and content writing – in many formats, including:

- reports – annual and evaluation
- project research deliverables
- articles/papers
- case studies
- web content – pages and blog posts
- newsletters
- bids/grant applications
- training course materials
- guides/brochures.

Through my European Commission funded Horizon research projects, I have a great deal of experience of editing reports written by multiple authors, often in their second languages.

A collaborative writing project may be better suited to a longer-term relationship to allow sufficient time for understanding what needs to be presented.

Projects

I have successfully managed projects for different funders and met their specific requirements and regulations. By understanding expectations and reporting methodologies, I have implemented proportionate approaches, worked effectively with stakeholders and delivered results.

Some projects have been completed within months and others have run for several years. I have been involved throughout their project lifecycles and worked with colleagues to achieve objectives.

I have managed projects and been heavily involved in work that has:

- carried out pan-European research
- shared findings from research and evaluation activities
- populated websites to highlight results
- developed e-learning courses to provide underpinning knowledge
- held events: conferences, workshops and hackathons.

I always enjoy long-term projects and the chance to build ongoing working relationships with colleagues and produce significant results.

[Contact me if I can support your work](#)

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Complementary skills

I developed my editorial experience through working in projects and find those aspects of my work to be complementary. Through editing and quality assuring e-lessons, research reports, articles and web content, I have ensured that projects have produced strong messages and clear outcomes.

Sector experience

I have worked in the education, training and skills sector, as well as within the university research and evaluation environment and therefore understand the challenges and requirements of stakeholders, and Higher Education features such as impact and REF.

My (social science and humanities) research projects involved cultural heritage in its widest sense, including identity, place, co-creation, participatory approaches, new technologies and creative re-use of [Europeana](#)'s content. The breadth of the sector has also included agricultural and environmental heritage, minority heritage, faith, wellbeing and civic pride.

I listen to podcasts to keep up to date with news, current affairs and sport. This awareness has often helped my editorial contributions.

I have been fortunate to be involved with so many fascinating areas (and learnt a lot about different sectors and topics). I am always open to broadening that scope and learning something new.

What can I offer you?

Editorial support



I recognise that you have spent time and effort to develop your ideas and consider your words. I also know that it can be difficult to review your own text or its flow when you are so close to it: you know what you intended to say, but you can't always see errors or other approaches.

At this stage, a new perspective can help to reassure you and offer suggestions and/or options for you to consider.

The level of editorial support – agreed during our initial conversations – can be tailored from a final proofread of a report to a full developmental edit and/or intervention in the text.

Having over 25 years of experience in writing grant applications and project reports/deliverables is beneficial to me as an editor. I realise the courage that it takes to put thoughts on paper and share them, and I know what it is like to receive feedback on my own work.

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Through this experience, I understand the narrative flow of an argument and can often see gaps and identify possible solutions. I have offered advice on structure, enhanced the wording of sentences, grammar and punctuation, and helped authors to present clear and strong messages.

I know how long developing, writing and reviewing your text can take and I can work with you to provide feedback, make suggestions and give you confidence that your work is ready to be shared.

[Contact me to arrange a free 30-minute editorial discussion](#)

Project management

You have an idea for a project, but need support to deliver it. There are many aspects to a project from defining its scope to breaking it down into manageable tasks, from establishing monitoring processes to working with teams to ensure the success of activities.

I can offer project management support either at arm's length or through involvement on a regular basis. I can help you get started, maintain momentum and achieve your project's goals.

I have managed many projects across varied sectors and worked closely with different client groups. This has included high-profile contracts valued at over £1 million and others that were smaller, with a more local focus.

For each project, I work to develop the best approach, fulfil objectives and meet the needs of those involved. It is always a great feeling when a project has been completed successfully.

I know that projects can be demanding with lots of conflicting requirements. Drawing on my project management experience, I can help you to realise your vision, maintain control and stay on course.

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Experience

Professional editorial recognition

My editorial experience has been recognised by the [Chartered Institute of Editing and Proofreading \(CIEP\)](#). I have achieved the highest level of CIEP membership – Advanced Professional – which is not awarded easily.

The stated criteria are that you have:

- been working as an editorial professional for several years, with at least 1,500 hours of work experience, and can provide at least two references
- broad core skills training and up-to-date CPD
- specialist skills or expertise
- validated your non-traditional work experience by passing the CIEP editorial test.

Editorial training

- Copyediting 1 – introduction (CIEP)
- Copyediting 2 – headway (CIEP – passed with merit)
- Non-fiction developmental editing (CIEP webinars)
- Getting to grips with grammar and punctuation (CIEP)
- The art of querying (CIEP)
- Word for practical editing (CIEP)
- Tested the Handling large editorial projects course (Better edit/Word stitch editorial)
- Auto-number tables and figures in Word (Cadman Training Services)
- Passed the CIEP editorial test

Project management accreditation

I have been a PRINCE2 Practitioner having studied for and passed formal exams in 2010. This structured project management method outlines themes and principles that can be considered and tailored to projects' contexts.

I have also passed the Chartered Management Institute (CMI) Level 7 Certificate in Strategic Management and Leadership.

This is a beneficial combination, as PRINCE2 considers project processes and the CMI qualification, the softer skills needed to work with staff teams and stakeholders. This knowledge has informed my management of many projects and ensured their successful delivery.

Get in touch

I am a freelancer based in Coventry, but work with individuals and organisations based within the EU and internationally.

I enjoy working with non-fiction authors, report writers and project partners to manage activities, refine texts and provide strong results. [If I can help you, please get in touch.](#)