

Production support for editors, writers, and designers

Overview

Media	Books and Periodicals; Catalogues; Corporate Communications; Marketing Materials; Manuals; Reports; White Papers and Monographs; Website Copy
Subjects	Humanities, Earth and Animal Sciences, Business and Manufacturing, Automotive and Transportation, Medical/Veterinary, Regional Interest, Trade Nonfiction, Novels (print and electronic)
Skills	Copyediting; Substantive, and Developmental Editing; Proofreading; Writing; Layout and Page Production (Mac and PC platforms); Reviewing; Teaching
Specialties	<ul style="list-style-type: none"> ♦ Light-touch editing that preserves author voice ♦ Writing that captures brand or persona ♦ Attention to detail while managing multiple projects ♦ Meeting (or beating) deadlines
Education	<ul style="list-style-type: none"> ♦ BA equivalent—English/Communications, from work experience and independent study (ongoing) ♦ Fairfield University—Copyediting & Proofreading course (1982) ♦ Hartford Secretarial School—certificate program (1977) ♦ University of Connecticut—Fine Arts, Animal Science (1974–76)

Editorial and Production

<p>Selected Credits</p> <p>Books</p>	<p>Copyediting for Mayreni Publishing (Pacific Grove, Calif.), a small press specializing in Armenian history and culture: <i>Simply Quince</i> (2009), <i>Mikayel S. Giurjian, His Life and Work</i> (2005), <i>Simply Armenian: Naturally Healthy Ethnic Cooking Made Easy</i> (2004), <i>Descendants of Noah: Stories of Armenian Apostolic Faith and Heritage</i> (2002), <i>The Life and Work of Coadjutor Catholicos Papken Guleserian</i> (2000), <i>Armenians in the Ottoman Empire</i> (1998), <i>Boghos Nubar's Papers and the Armenian Question (1915–1918)</i> (1996)</p> <p>Copyediting for production and packaging companies serving textbook publishers, such as Cengage Learning and Stanford University Press: <i>Making the Transition: Education and Labor Market Entry in Central and Eastern Europe</i> (2011), <i>Communication Mosaics: An Introduction to the Field of Communication</i>, 6th ed. (2009), <i>Interpersonal Communications: Everyday Encounters</i>, 6th ed. (2008), <i>Classic and Contemporary Readings in Physical Anthropology</i> (2008), <i>Forensic Psychology</i>, 3rd ed. (2008), <i>Gendered Lives: Communication, Gender, and Culture</i>, 8th ed. (2007), <i>Educational Administration: Concepts and Practices</i>, 5th ed. (2007)</p> <p>Copyediting for Berkshire Publishing (Great Barrington, Mass.), a general nonfiction and academic publisher: <i>Encyclopedia of Sustainability</i>, 2010+</p> <p>Copyediting and critiquing for Customline Wordware (Manchester, N.H.), a full-service writing and editing enterprise: <i>The Last Winter of the Northern Star</i> (fantasy novel-in-progress)</p> <p>Proofreading for Tuttle Publishing (North Clarendon, Vt.), publisher of “books to span the East and West”: <i>A Beginner's Guide to American Mah Jongg</i> (2007), <i>Tea: The Drink That Changed the World</i> (2007)</p>
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Editorial and Production (ctnd.)

<p>Selected Credits</p> <p>Books <i>ctnd.</i></p>	<p>Mixed editing for Author Solutions (Bloomington, IN), an author-services company; and developmental editing for individual author novels-in-progress: <i>Dancing in Bomb Shelters</i> (WWII memoir), <i>Wasted Journey</i> (memoir); <i>Dark Heart</i> (historical romance), <i>The Good Doctor</i> (paranormal), <i>12 Months</i> (erotica)</p> <p>Proofreading, light copyediting, and typesetting for Grolier (Danbury, Ct.), publisher of educational and reference books: <i>Encyclopedia Americana</i> (1997)</p>
<p>Periodicals</p>	<p>Copyediting for Citat Journalistgruppen / Ericsson (Stockholm, Sweden), publisher of telecommunication industry journals: <i>Ericsson Business Review</i> and <i>Ericsson Review</i></p> <p>Copyediting for Berkshire Publishing (Great Barrington, Mass.), a general nonfiction and academic publisher: <i>International Review of Sustainable Business and Law</i></p> <p>Copyediting for Dartmouth Journal Services (Waterbury, Vt.), publisher of health science journals: <i>Fertility and Sterility</i></p> <p>Proofreading for Binghamton University/State University of New York (Binghamton, N.Y.), Alumni Relations Office: <i>Binghamton University Magazine</i></p> <p>Production for New England Business Journals (Rutland, Vt.), publisher of regional monthly B2B papers: <i>Rutland Business Journal</i>, <i>Valley Business Journal</i>, and <i>Champlain Business Journal</i></p>
<p>Catalogues & Corporate Communications</p>	<p>Editing, proofreading, and production for The Vermont Country Store (Manchester Center, Vt.), a general merchandise retailer: Seasonal catalogues and website</p> <p>Copyediting for The French Publishers' Agency (New York, N.Y.), representatives for distinguished French publishers: Seasonal book catalogues</p> <p>Proofreading for The Orvis Company (Manchester, Vt.), an outdoor sports retailer: Seasonal apparel, gifts, travel, and pet catalogues</p> <p>Copyediting, proofreading, and production for Leslie Noyes Creative Consulting (Bennington, Vt.), a design firm: catalogues, magazines, marketing materials, websites</p>

Writing

<p>Books</p>	<ul style="list-style-type: none"> ◆ <i>The Möbius Striptease</i> (science fiction e-novel), Club Lighthouse Publishing (2009) ◆ <i>Open Your Heart with Gardens</i> (trade nonfiction), DreamTime Publishing (2008)
<p>Magazines (For Internet-only articles, see website)</p>	<p>“Phytoremediation,” <i>Northern Woodlands</i> (Summer 2011)</p> <p>“Growing Willow for Fuel,” <i>Northern Woodlands</i> (Spring 2010)</p> <p>“Safe Passage,” <i>Northern Woodlands</i> (Winter 2009)</p> <p>“The Forestry Building at the VT State Fair,” <i>Northern Woodlands</i> (Summer 2009)</p> <p>“The Big Burl,” <i>Northern Woodlands</i> (Fall 2008)</p> <p>“How I Write,” profile of novelist Archer Mayor, <i>The Writer</i> (Summer 2008)</p> <p>“FieldWork,” profile of wildlife biologist, <i>Northern Woodlands</i> (Spring 2008)</p> <p>“The Rural Entertainment Network,” <i>Bird Watcher's Digest</i> (Nov./Dec. 2006)</p>
<p>Journals & Catalogues</p>	<ul style="list-style-type: none"> ◆ Monthly stories for <i>Rutland Business Journal</i> and <i>Prime Time Journal</i> ◆ Five seasons/year product copywriting for Vermont Country Store
<p>Blog & Reviews</p>	<ul style="list-style-type: none"> ◆ Blogger at Adventures in Zone 3 (http://adventures-zone3.blogspot.com) ◆ Reviewer at NY Journal of Books (www.nyjournalofbooks.com/reviewer/carolyn-haley)