

## Graham Hughes | Freelance editor and proofreader

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### Editing and proofreading services

My core services are:

- **Copy-editing:** Preparing a manuscript for typesetting – checking that the spelling, grammar and punctuation are consistent and follow suitable conventions; ensuring clarity and compliance with required style.
- **Proofreading:** Checking a typeset proof for any remaining problems with the text, and for typesetting errors.
- **Business editing:** Checking that a business's written material is grammatically sound, consistent, clear, readable and suited to its target audience; this can include editing into plain English if needed.
- **Style guide development:** Writing or enhancing a set of guidelines to help establish a consistent style in an organisation's written material.

I've worked for a range of clients including publishing companies, marketing/communications/PR agencies, an IT consultancy, other businesses of various kinds, researchers and independent authors.

I can edit or proofread almost any kind of written material, for example: books, reports, newsletters, magazines, website content, business documents and academic/research papers. My methods are flexible, and are tailored to suit each client and their specific needs for each job. I can work with both Word and PDF documents.

I'm an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP), and am committed to follow its code of practice, [Ensuring Editorial Excellence](#), which assures high standards of editorial work and customer care. I'm the coordinator of the CIEP's Liverpool local group, and a tutor for CIEP training courses.

To learn more about my background and services, please visit [www.gh-ed.com](http://www.gh-ed.com). To get a quote, or to find out more about how I can help you, please get in touch using any of the contact details above.

### Background

- **Information technology:** A 26-year career (1987–2013) including analysis, programming, project management, team leading and quality assurance. Sectors: railways (payroll/personnel, train operations); financial services (settlements, securities, derivatives); retail (stock control); telecommunications (directory listings); government (parolee tracking).
- **Writing:** Author of a sports history book and several published articles.
- **Editing and proofreading:** Full-time since 2013.

## Skills

- Copy-editing
- Proofreading
- Business editing
- Plain English editing
- Microsoft Word, using Track Changes, macros, PerfectIt and Editor's ToolKit Plus
- BSI (BS-5261) proofreading and copy-editing symbols
- PDF mark-up with Adobe Acrobat Reader DC (using the Comment functions) or PDF-XChange Editor (using stamps for BSI symbols, or other mark-up as required)
- Style guide development

## Training and education (selected)

- [Chartered Institute of Editing and Proofreading](#) (CIEP):
  - Web Editing
  - The Art of Querying
- [Society for Editors and Proofreaders](#) (SfEP – now the Chartered Institute of Editing and Proofreading):
  - Introduction to Proofreading | Introduction to Copy-editing
  - Proofreading Progress | Copy-editing Progress
  - Mentoring for Proofreading | Mentoring for Copy-editing
  - Efficient Editing: Strategies and Tactics
  - Editing Digital Content
  - Plain English for Editors
- [Publishing Training Centre](#) (PTC):
  - Basic Proofreading
  - Copy-editing
  - Rewriting and Substantive Editing
- [The Writers Bureau](#):
  - Comprehensive Writing Course
  - Proofreading and Copy-editing
- [Online Content Training](#):
  - Online Content: Writing and Editing Skills
- [PRINCE2](#) (project management):
  - Accreditation at Foundation level
- [Loughborough University](#):
  - BSc (Hons) in Data Processing, 1987

## CPD: continuing professional development

Although I've had the core training that an editorial professional needs, I'm still committed to the continual improvement of my skills, knowledge and methods. Here are some of the ways I've been doing this:

- Further training – see above.
- Involvement in [local groups](#) of the CIEP, including attending many meetings and coordinating two groups (Manchester from 2015 to 2018; Liverpool since August 2020).
- Attending the CIEP's [conference](#) each year since 2015.
- Regular participation on the CIEP's [online forums](#).
- Following other editors and language professionals on social media.
- Reading articles and books on editing, proofreading and related subjects such as plain English and writing style.

## Testimonials

### *Business customers*

'Graham's work has consistently been accurate, comprehensive and insightful. His can-do attitude and efficient approach make him a valuable asset to any publishing enterprise.'

*Editor, B2B content marketing agency*

'We use Graham as a regular editor of our business reports, a task to which he brings both a keen eye for detail and an instinctive sense of style. More than that, Graham is able to evaluate the cogency of the argument and the way it is presented, and to ensure that complex technical matters are presented comprehensibly to the layman; his contributions invariably improve the clarity and quality of our reports. He copes well with the vagaries of our ever-changing timelines, is able to handle challenges well beyond normal editorial services, and is always professional. I recommend him very highly.'

*C.J. Rowe, Delivery and Quality Manager*

'I work for a graphic design agency who are constantly producing menus for hospitality clients. Graham helps us with copy checking our work and does a fantastic job every time. He is extremely thorough and has an extensive knowledge of the English language, and we feel very comfortable putting our work in his hands. Since our work is very brand-focused, we often have brand guidelines that we need to abide by.

'Graham takes the time to cross-reference our work with any brand guidelines we send him and flags up any inconsistencies for us. He is happy to send us amends in whichever format suits us best, his comments are always perfectly clear, and he is always happy to answer any questions we may have regarding any amends to aid our own education. We have used a lot of copy checkers in the past, but Graham definitely stands out as the best we have used.'

*Liam Kearns, Harry, Larry + Gary*

'I have to be careful how to write this as Graham's keen eye for detail will surely highlight any errors ... I hired Graham to proofread and edit some website content. The speed at which he got back to us was impressive, particularly taking into account the detail he went into. I would have no hesitation in recommending Graham to anyone who needs a reliable, detail-oriented professional!'

*Lee Tonge, CV Consultant and Founder of The CV Store*

'Graham offered a first-class service despite the short notice. I will definitely be using him again.'

*Lola S., Media Strategy Manager*

## **Publishing companies and authors**

'Graham has been great on the jobs I have given him, and I don't say this lightly. His tenacity and thoroughness are second to none – indeed, I have been surprised by just how much he manages to find wrong in a manuscript! His suggestions are polite and helpful, and he delivers on time and to budget. I have no hesitation in recommending him as an excellent copy-editor.'

*Michele Staple, Editorial Manager, The Stationery Office*

'I came across Graham's listing as an editor on the Society for Editors and Proofreaders' website – the go-to professional body for publishers when they require the expertise of an editor or proofreader.

'Graham is exceptionally good at what he does, and the standard of his copy-editing services is outstanding and beyond my expectations; he is professional, reliable and an extremely efficient editor. He takes charge of the project and manages the whole process from start to finish, interacting well with both publisher and author, ensuring every aspect of the copy-editing process is well sewn together and delivered to the typesetter in a well-structured way.

'My authors have been very impressed with his work. ... I would highly recommend his services.'

*Tracey Dobby, Publishing Director, Eclipse Publishing & Media*

'Graham has copy-edited several books for us and his work has consistently been of a very high standard. His application of house style and attention to detail is nothing short of excellent and I am happy to recommend him.'

*Dean Rockett, Pitch Publishing*

'Your professionalism, patience and knowledge have been invaluable, making for a better book .... If I ever get around to writing another book I will be sure to seek you out!'

*David Bailey, author*

'Your attention to detail is astonishing. Three other people had read through this – one very good sports sub did it twice.'

*Bill Howell, author and sports journalist*

'We three would like to thank you profusely for the detailed, expert work that you are doing on our book manuscript. Indeed, we are scratching our heads and trying to recall if any of us have ever seen better copy-editing!'

*Mary Elise Sarotte, Dean's Professor of History, University of Southern California*

'Graham has done several proofreading and copy-editing jobs for me in the past 12 months and I have always been delighted with the standard of work returned to me. The work has always been carried out with thoroughness and efficiency, and importantly, to schedule. I am always happy to put work his way and would happily recommend him to others.'

*Merv Honeywood, Client Manager, RefineCatch Ltd*

## **Other organisations**

'Graham has been regularly proofreading our monthly newsletters and other materials for ALCS for about a year now. We've always found him extremely professional, accurate and efficient. ... Specifically, he was extremely helpful in double-checking the calculations in one of our distribution reports, and also spotting gaps in our house style guidelines where clarity was needed. Our core audience are writers, many of whom are naturally proofreaders too, so Graham's accuracy is hugely appreciated, and we've come to rely on him a great deal.'

*Jade Zienkiewicz, Content Editor, Authors' Licensing & Collecting Society*

'We are really pleased that Graham has offered to utilize his skills for our charity The Joshua Tree and are extremely happy with his work.'

*Lynda Hill, Founder and CEO, The Joshua Tree*