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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:** Began in 2012; full-time since 2013

Education and training (selected)

- *Loughborough University:* BSc (Hons) in Data Processing, 1987
- *PRINCE2* (project management) accreditation at Foundation level
- *Society for Editors and Proofreaders:* Introduction to Proofreading | Introduction to Copy-Editing | Proofreading Progress | Copy-editing Progress | Mentoring for Proofreading | Mentoring for Copy-editing | Efficient Editing
- *Publishing Training Centre:* Basic Proofreading | Copy-editing (both passed with Merit)
- *Online Content Training:* Online Content: Writing and Editing Skills

Editing and proofreading services

My core services are:

- **Copy-editing:** Preparing a manuscript for typesetting – checking that spelling, grammar and punctuation are correct and consistent; 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.
- **Style guide development:** Writing or enhancing a set of guidelines to help establish a consistent style in an organisation's written material.

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

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 am an Advanced Professional Member of the Society for Editors and Proofreaders (SfEP), and am committed to follow its code of practice, [Ensuring Editorial Excellence](#), which assures high standards of editorial work and customer care. I was also the coordinator for the SfEP's Manchester local group for two years.

To learn more about my background, experience and services, please visit 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.

Testimonials

'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*

'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*

(more available at www.gh-ed.com/testimonials)