

Claire Taylor-Jay

BA (Hons)(Oxon), MMus, PhD, FHEA

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- A qualified and highly competent proofreader and copy-editor
- Over twenty years in higher education before moving to editing
- Specialisation in the arts and humanities
- Used to working with non-native speakers of English

PRESENT EMPLOYMENT

I am currently establishing myself as a freelance proofreader and copy-editor after leaving academia in Autumn 2020.

I have undertaken a range of editing and proofreading jobs in recent months, including:

- proofreading and editing English-language essays for the Białostockie Studia Prawnicze (Bialystok Legal Studies) journal (www.bsp.uwb.edu.pl)
- proofreading for the Littman Library of Jewish Civilization, Liverpool University Press
- proofreading for the Western Buddhist Review (www.westernbuddhistreview.com)
- proofreading and copy-editing for the Journal of Buddhist Ethics (blogs.dickinson.edu/buddhistethics/)
- proofreading for Windhorse Publications (www.windhorsepublications.com)
- helping with a variety of other jobs for Windhorse Publications, including assessing manuscripts received, writing website copy and updating metadata
- proofreading and copy-editing for private clients
- writing coaching for private clients and for studiosity.com

I have recently been accepted to copy-edit for Newgen, who work on titles for Taylor & Francis and Routledge, amongst other publishers.

PREVIOUS EMPLOYMENT

Before transitioning to editing, I worked as an academic for over twenty years. A central part of my job was helping students write their essays and dissertations, so during this process I did proofreading, copy-editing and developmental editing with them.

My roles included:

July 2009 – Aug. 2020: Deputy Head of Academic Studies (Undergraduate), Guildhall School of Music and Drama.

Sept. 2000 – June 2009: Senior Lecturer in Music, University of Roehampton.

Sept. 1999 – May 2000: Temporary Lecturer in Music, Trinity College, University of Dublin.

Oct. 1997 – June 1998 & Oct. 1995 – May 1996: Teaching & Research Assistant (part-time),
Department of Music, University of Southampton.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Sept. 2020 – February 2021: Essential Proofreading, with merit (87%), Publishing Training
Centre (UK).

Dec. 2018 – Sept. 2020: Postgraduate Certificate in Teaching English to Speakers of Other
Languages, with merit, University of Birmingham.

Oct. 2001 – Sept. 2002: Postgraduate Certificate in Learning & Teaching in Higher Education,
University of Surrey Roehampton.

Oct. 1994 – June 1999: PhD in Musicology, University of Southampton.

Oct. 1993 – Sept. 1994: MMus in Analytical Musicology, with distinction, University of
Southampton.

Oct. 1990 – June 1993: BA (Hons) in Music, class 2.1, University of Oxford.

LANGUAGES

- * German – near-fluent (C1 level).
- * French – A-level standard.
- * Spanish – G.C.S.E. standard.
- * Basic knowledge of Italian, Sanskrit and Pāli.

REFEREES

Dr Dhivan Jones
Editor, Western Buddhist Review
editor@westernbuddhistreview.com

Dr Ann-Marie Leatt (Dhammamegha)
Publishing Director, Windhorse Publications
dhammamegha@windhorsepublications.com

Dr Leslie Anne Lewis
(former colleague)
lesliannelewis@yahoo.com

Names of other referees available on request.