

CURRICULUM VITAE

MARIA CARTER BSc MSc

Highly skilled in all editorial aspects of biomedical and clinical content management, with 30+ years' inhouse and freelance STM experience.

Friendly and easy to work with, I easily adapt to different client requirements, communicate successfully with everyone involved in a project, and develop and sustain effective working relationships.

I manage projects very efficiently, and am an effective problem solver and stickler for deadlines.

I am trusted and highly regarded by hundreds of individual clients and organisations worldwide.

CONTACT DETAILS

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WEBSITES

www.shorelinebiomedical.co.uk
for specialist biomedical services

www.swanandhorn.com
for publishing services and publishing company

CURRENT EMPLOYMENT

Shoreline Biomedical/Swan & Horn (2000 to present day)

Expert biomedical editorial services provider at Shoreline Biomedical and healthcare publisher at Swan & Horn.

PROFESSIONAL TRAINING & SKILLS

Trained Editor (Taylor & Frances, Bookhouse Publishing Centre, Elsevier, Adis, CIEP/SfEP, NUJ, Publishing Scotland) with in-depth knowledge of all editorial processes in the context of academic and science publishing. Edited thousands of documents, including pre-submission journal papers, reference and text books, websites, databases, clinical guidelines and other material, technical manuals, patient information, conference material, educational material and promotional material.

Trained Indexer (Society of Indexers, Crossaig/Derwent). Generated numerous back-of-the-book indexes and contributed to database classification systems (e.g. Embase, Roche).

Trained Project Manager (Publishing Scotland) Managed numerous projects for clients and own published healthcare books. Have established team of reliable freelance suppliers.

Trained Typesetter and Document Designer (Adobe, NUJ) Typeset numerous books, mostly STM texts with complex layouts and multiple illustrations and displayed features.

Computer skills: Use IBM-compatible computers. Competence in Microsoft Word, Excel, Powerpoint and Publisher, Adobe InDesign, Sky Professional Indexing Software, Reference Checker. Create bespoke macros, and use customized client platforms.

Writing and publishing skills: Copywriting. Published chapter author and editor/author of health-related books (in production). Independent healthcare publisher.

PROFESSIONAL MEMBERSHIPS

- Advanced Professional Member of the Chartered Institute of Editing and Proofreading (former SfEP)
- Publisher Member of Publishing Scotland.
- Former member of EASE (European Association of Science Editors).
- Member of James Lind Alliance.

EMPLOYMENT HISTORY

Editorial Manager of drug/journal databases and team of fifteen editors and indexers (Thomson Reuters/Derwent 1991–2000).

Cardiovascular Hospital and General Practice Representative and medical/surgical events organiser (ICI/Zeneca 1990–91).

Project Manager of peer reviewed journals, clinical documents and medical events (Adis 1989–90).

Biomedical Journals Editor of Brain Injury, Aphasia, Journal of Microencapsulation, Human Biology and Clinical Linguistics (Taylor & Francis 1988–89).

Medical Writer of clinical training/reference material (Medicine/Adelphi 1987).

Early part-time and voluntary work

- Seven years assistant at wildlife rehabilitation centre (1976-82).
- One year teacher support at school for disabled adolescents (1982).
- One year assistant at riding-for-disabled centre (1982).
- Three months administration for Motability Charity (1983).
- Three months observer/assistant in veterinary surgeries (1982).

ACADEMIC HISTORY

MSc Neuropharmacology (towards PhD, Department of Ophthalmology, London University, St Thomas/Guys Medical School, 1987-1988) on levodopa and catecholamines in retinitis pigmentosa.

BSc (Hons) BioMedical Sciences (Westminster University 1983–86) covering immunology, biochemistry, endocrinology, neurochemistry, pharmacology, physiology, psychology, quantitative methods, analytical methods and statistics. Final year project on opiate receptors.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Publishing Scotland: courses in Project Management; Editing and Copy Writing; Print and Production; Integrated Social Media; Copyright and Libel; Royalties and Rights; Author Contracts and Legal Aspects of Publishing; Search-Engine Optimization; Book Marketing, Promotion and Selling; Speaking with Journalists.

CIEP/SfEP: courses in Medical Editing; Working for Non-Publishers; Advanced On-Screen Editing; Web Editing and Proofreading; Training for Trainers.

National Union of Journalists (NUJ): courses in InDesign.

PTC/Bookhouse: inhouse copyediting course.

PREVIOUS AND EXISTING CLIENTS

Major publishers include: BioMed Central, Blackwell, Cambridge University Press, Carnegie, Cavendish, Churchill Livingstone, Collins, Elsevier, Hodder Arnold, M&K Update, Oxford University Press, Quay Books, Routledge, Sage, Taylor & Francis, Sheldon Press, Springer Verlag, Wiley.

Health/training organisations include: Apply2Medicine, British Medical Association (BMA), Dugald Baird, Centre for Research on Women's Health, Clinical Skills (Nurses), College of Optometrists, European Foundation of Orthopaedics and Traumatology (EFORT), Huron Life Sciences, Medical Research Council (MRC), Medify, National Health Service (NHS), National Institute for Health and Clinical Excellence (NICE); Osteology Foundation, Refine Catch, National Institute of Health Research (NIHR), nowPharma, Nuffield Institute of Primary Care Health Sciences, Prodigy, Public Authority For Food and Nutrition Kuwait, Public Health England, Royal College

of General Practice (RCGP), Royal College of Nursing (RCN), Royal Society of Psychiatrists (RCPsych), Royal College of Surgeons (RCS), SEI Healthcare, Society for General Microbiology, Sowerby Centre for Health Informatics (SCHIN), SportEx, Vitalplant, World Federation of Societies of Anaesthesiologists (WFSA), World Health Organization (WHO).

Pre-press and communications companies include: Artifex Creative Webnet, Cofactor Science, Complete Medical Communications (CMC), Edisense, Emedits Global, Emotive Healthcare Marketing, Exacta Översättningar, Integra Content Solutions, Jouve Communications, Naughton, Orion, Oxford Science Editing, QBS Learning, Saxon Graphics, The Translation People, Werset. Contact me directly by email, or browse my two websites.

International universities: research teams, clinicians, postgraduate students and book authors worldwide.

SUBJECT AREAS

Biosciences: anatomy, bacteriology, biochemistry, bioinformatics, biophysics, biotechnology, cell biology, developmental biology, endocrinology, genetics, haematology, immunology, microbiology, molecular biology, neuroscience, oncology, parasitology, pathology, pharmacology, physiology, , toxicology virology.

Hospital specialisations: anaesthesiology, cardiology, dermatology, emergency, endocrinology, gastroenterology, geriatrics, gynaecology, haematology, infectious diseases, internal medicine, nephrology, obstetrics, oncology, ophthalmology, orthopaedics, otolaryngology, neurology, paediatrics, psychiatry, pulmonary, radiology, rheumatology, surgery, trauma, urology.

Allied health: alternative medicine, cognitive therapy, dentistry, mental health, midwifery, nursing, nutrition, occupational therapy/health, orthodontics, palliative care, paramedic medicine, physiotherapy, podiatry, prosthetics, psychology, psychotherapy, speech and language therapy.

Other health-related subjects: addiction and abuse, anthropology, behaviour, bereavement, criminology, diagnostics, environmental health, epidemiology, ethics, evidence-based medicine, medical devices, medical technology, parenting, patient care, psychology, public health, social care, sports science.

OTHER TRAINING/EVENTS ATTENDED SINCE 1982

Certificate in safe handling of radioactive materials (King's College London). Conferences and events in neurobiochemistry, cardiovascular disease, primary-care surgery, Lyme disease, spinal cord injury, first aid, diagnostic technology, chronic diseases, primary healthcare, neurolinguistic programming, psychotherapy, mental health in education, maternal mental health, child sex education, hospital patient safety and human factors.

FOR MORE INFORMATION

Born in England, but have lived in Scotland since 1990.

For further information, rates of pay and client testimonials, contact me directly by email, or browse my websites.