**Martin Murphy**

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**PERSONAL STATEMENT**

I am keen to form new productive working relationships with publishing clients and editorial partners by providing thorough and effective editorial services. As a professional member of the Chartered Institute of Editing and Proofreading (CIEP), I have worked regularly since 2017 to complete proofreading and copyediting projects on a wide variety of academic, fiction and non-fiction books.

WORK EXPERIENCE

Freelance Proofreader and Copyeditor: August 2017–Current

Self-employed

Clients: Caffeine Nights Publishing; Troubador Publishing, Swales and Willis, River Editorial

##### Key responsibilities:

Proofreading and copy checks:

* Identifying and correcting errors in spelling, punctuation and grammar in works of fiction and   
  non-fiction
* Following style guides to ensure consistency in page elements such as headings, references, fonts and layout
* Using Track Changes to insert appropriate corrections along with clear instructions and comments
* Working on hard copies of typeset material, checking and drawing attention to confidentiality issues for clients
* Compiling commentary pages to highlight work carried out and key queries to be addressed
* Experience of marking up assignments written in British and US-style English
* Fluent in making corrections using the BS 5261C:2005 proof correction marks

Copyediting:

* Checking for plot consistency and highlighting continuity issues and areas of redundancy to authors
* Drawing attention to awkward phraseology and addressing instances of missing information
* In fiction, identifying character and tense inconsistencies while monitoring story timelines
* Highlighting flaws in character points of view and suggesting potential changes to authors
* Identifying instances of “info dumping”, making and suggesting amendments
* Making suggestions around improving paragraphing structure and page break placement
* Drawing up comprehensive style sheets, global notes and general query lists for authors
* Legal awareness: alert to the potential for plagiarised content and copyright problems
* In academic publishing, editing references and end/footnotes to required style

Freelance Writer and Author: June 2013–July 2017

Self-employed

##### Key responsibilities:

* Wrote editorial content for a variety of publications such as Sunday People, Total TV Guide, TV and Satellite Week Magazine and Chat
* Gained an author’s perspective in working with an editor to write and produce two works of fiction
* Oversaw editorial, design and production processes as a self-publisher
* Digital publishing: experience of book production using EPUB and Amazon’s Mobi format in self-publishing

**Health Advisor: November 2007–May 2013**

NHS Direct

##### Key responsibilities:

* Carried out initial patient assessments in front-line customer service roll
* Undertook detailed note taking in addressing call reasons and updating patient records
* Developed effective communication skills in working with clinical, non-clinical staff and public

**Assistant Editor: March 2006–October 2007**

Faversham House: Builders Merchants Journal

##### Key responsibilities:

* Compiled and wrote news and features for B2B publication Builders Merchants Journal
* Edited freelance contributions and laid out magazine using QuarkXPress software
* Built networks in relevant industry at press and industry conferences and events to promote the publication and generate news and feature ideas

**EDUCATION AND TRAINING**

E-learning courses: 2019–2020

The Publishing Training Centre: Editing references; Editorial Style; Author Queries; A Copy Editor’s Guide to working with Typesetters

Editing Fiction: August 2019–present

The Publishing Training Centre

* Completed coursework on different categories of fiction, and how to check for plot consistency
* Editing dialogue and advice on how to frame author queries
* Guidance on building timelines and ensuring character consistency

Introduction to Fiction Editing: March–July 2019

Society for Editors and Proofreaders (SfEP)

* Thorough analyses and exercises associated with plot, voice, point of view, dialogue and consistency
* Further study on how to assess a manuscript, and on writing critiques, synopses and blurbs
* How to identify the distinctions between substantive and copyediting, and work in line with them

Successful Editorial Freelancing: November 2017–June 2018

The Publishing Training Centre

* Finalised a business plan with the aim of succeeding in the world of editorial freelancing
* Gained advice on understanding the detailed steps of each commission obtained
* Became familiar with the requirements to work effectively in different publishing sectors

**Basic Proofreading by Distance Learning: March 2017–November 2017**

The Publishing Training Centre

* Fully acquainted with BS 5261C: 2005 marks and appropriate hard copy and PDF mark up
* Successfully completed assignments on how to deal with references, tables, illustrations and diagrams
* Obtained an insight into common working practices among publishers and freelancer’ role

##### BSc (Hons) 2:1, Criminology and Sociology: September 1996–July 1999

Brunel University

High Wycombe campus

**PERSONAL INTERESTS AND ADDITIONAL INFORMATION**

As a keen reader of speculative fiction, I am currently working on my own collection of short stories in that genre. My interests are varied, but I have long held an interest in rugby league and in Hull KR. This led me to writing articles published in monthly magazines *Forty Twenty* and *Rugby League World*.