

MUHAMMAD RIDWAAN

80 Shenstone Road • Birmingham • B16 0NT • e: ridwaan@qalamediting.com
www.qalamediting.com

Related training/education

- Professional Member of the Society for Editors and Proofreaders
- BA Honours (equivalent), Classical Arabic, Qasid Arabic Institute, Jordan
- First Class BA Honours, English Language and Literature, Birmingham City University
- Copy-editing and Proofreading in Publishing Course, Oxford University Press
- RSA/Cambridge University Certificate in English Language Teaching to Adults (CELTA), Solihull College of Further and Higher Education

Summary of key experience

Director, Qalam Editing Ltd, UK, 2008–Present

Senior OUP UK Law Account Manager, Newgen Publishing UK, Aug. 2017–Mar. 2018

Senior Onshore Project Manager, Newgen Publishing UK, July 2016–Aug. 2017

Editorial and Production Manager, Kalam Research & Media, UAE, Jan. 2014–May 2016

Production Editor, Science & Medicine, Oxford University Press, July 2010–Dec. 2013

Relevant work experience

Director, Qalam Editing Ltd, UK (2008–Present)

- Freelance and specialist copy-editor, proofreader, project manager, and Arabic translator for a number of academic, trade, and international publishing houses, including Brill, Cambridge University Press, Edinburgh University Press, Manchester University Press, Oxford University Press, Taylor & Francis, Turath Publishing, and others. Subject expertise: English language, linguistics, literature, politics, history, Western and Islamic philosophy, Arabic literature, Middle Eastern studies, and Islam.

Senior Account Manager, Newgen Publishing UK (Aug. 2017–Mar. 2018)

- Managing an offshore team of 8 production project managers and a team leader on the Oxford University Press law account, including PM performance reviews and training.
- Driving process improvement plans with senior OUP stakeholders.

Senior Onshore Project Manager, Newgen Publishing UK (July 2016–Aug. 2017)

- Managing publishing projects across various academic disciplines at Oxford University Press, including their flagship and high-profile series in UK Academic Medicine and Law. Mostly recently, OUP's annual law title *Blackstone's Civil Practice*, for the last three editions (2017, 2018, 2019), comprising over 5,000 typeset pages across two distinct volumes.
- Assessing manuscripts and artwork, scheduling and budgeting, managing freelancer services and author–client relationships, reviewing copy-editing, typesetting, proofreading, indexing, legal tabling, and problem solving.
- Training and on-boarding a new team of onshore project managers for OUP UK law and medicine lists.
- Assisting senior management and production teams, including troubleshooting pain points, developing and refining processes, quality improvement, and client satisfaction.

Editorial and Production Manager, Kalam Research & Media, UAE (Jan. 2014–May 2016)

- Managing the implementation of commissioning and production workflows and processes, refining and improving as needed; driving quality and process improvement.
- Overseeing the commissioning and (print and eBook) production of a wide range of original and translated scholarly works on Islamic and Western philosophy, theology, logic, science, and spirituality, including a bi-annual, peer-reviewed journal.
- Recruiting and training new members of production staff; managing their performance.
- Managing suppliers, including: tracking supplier performance, formulating supply strategy, negotiating price and service level agreements.
- Issuing author and international conference contracts, while auditing reports and approving budgets from conference organisers across Malaysia, Jordan, Pakistan, Germany, Bosnia, Turkey, USA, and the UK.
- Managing the schedule, budgeting, peer review, and delivery of final typescripts for all commissioned works under the Islamic Analytic Theology Initiative (in partnership with the John Templeton Foundation, USA), while fostering a high level of author care.
- Acquiring foreign-language rights for selected Cambridge University Press titles, and negotiating their co-publishing agreements with publishers in Bosnia, Jordan, and Malaysia.
- Commissioning, briefing, and overseeing the copy-editing, typesetting, proofreading, indexing, and printing for all titles, including quality control at each stage and assessing final typescripts submitted for publication.

Production Editor, Academic Science & Medicine, OUP (July 2010–Dec. 2013)

- Commissioning, briefing, and overseeing the copy-editing, typesetting, proofreading, indexing, and printing for every academic title, including quality control at each stage and assessing initial typescripts submitted for publication.
- Acting as a key point of contact with authors and editors during production, and providing a high level of author care.
- Managing costs and schedule to ensure titles are brought out on schedule, to budget, and to a high quality.
- Simultaneously working on print and digital publications: Briefing suppliers on DTDs and TCIs; overseeing quality control of XML-first and -last workflows (QA probity reports), eBooks, and testing online platforms *Oxford Scholarship Online* and *Oxford Medicine Online*.
- Negotiating bespoke manufacturing prices of key titles for Production Editors in the Science & Medicine department with printers across Europe and the Far East.
- Overseeing the work of suppliers (and project managers) throughout the production process.
- Liaising closely with cross-departmental teams, such as Editorial, Design, and Marketing, to ensure transparency and accuracy throughout the production process.

Publications

Ridwaan, Muhammad, and Mohsin Abbas (eds). *Nasim al-Wasl: The Zephyr of Being There*. Birmingham: Serenity Productions, 2015. [A seminal and critically edited anthology of ancient mystical poetry in Arabic, featuring a subscription-based companion website (nasimalwasl.com) of musical resources and translations. The work was project managed and self-published (including international marketing and sales) by the editors, and has enjoyed worldwide sales across the UK, Europe, USA, Canada, Middle East, Indian Sub-Continent, Malaysia, Australia, and New Zealand.]

Languages

- Arabic: high level of written and spoken fluency, including specialist knowledge of academic transliteration systems.