**Dawn Hunter** **552 Carlaw Avenue Toronto M4K 3J7 Mark My Words**

markmywords@editors.ca www.editors.ca/directory/dawn-hunter

**Skills**

 Canadianization

Copy editing

Developmental editing

Project management

Proofreading

Stylistic editing

Writing

## Journals/Journal Articles

Copyediting

*Quality Advancement in Nursing Education* 5.2, 6.1, 6.2 (Special Issue), 6.3, 7.1 **(Canadian Association of Schools of Nursing)**

Proofreading and copyediting

*Diaspora*  20.2; *Anthropologica* 61.1; *Canadian Journal of Criminology and Criminal Justice* 61.1, 61.2, 61.3, 61.4; *Canadian Review of American Studies* 50.1; *Canadian Historical Review* 101.2; *Journal of Veterinary Medical Education* 16.1, 47.4 + supplement; *Journal of Canadian Studies* 51.1, 51.2, 53.1 **(University of Toronto Journals)**

Copy editing

*Contemporary Accounting Research* (**Canadian Academic Accounting Association**)

Copyediting

“The Effects of Salesperson Coachability on Sales Performance in a Business-to-Business Sales Context”; “Are Your Salespeople Coachable? How Salesperson Coachability, Trait Competitiveness, and Transformational Leadership Enhance Sales Performance”; “The Customer’s Organizational Citizenship Behavior as a Criterion for Customer Segmentation, Facilitator of Customer-Involved Collaborative Selling, and Driver of Sales Performance” **(articles for journal submission, Kirby Shannahan and Rachelle Shannahan)**

Copyediting

“An Examination of the Relationship Between the Paraphilias and Anxiety: A Meta-Analysis and a Case-Control Study” **(article for journal submission, Mélanie H. Renaud, Nabhan Refaie, Sofija Lavrinsek, Victoria Hall, Enya Levaque, Michael C. Seto, Andrea R. Ashbaugh, Susan Curry, J. Paul Fedoroff, John M. Bradford, and Martin L. Lalumière)**

## Association/Institute/Nonprofit

Copyediting

*The Role of the Nurse Educator in Canada*; *Empowering the Next Generation of Health Care and Social Service Professionals with Knowledge, Skills, Tools and Supports to Address Substance Use Issues in Canada* (three-year project) **(Canadian Association of Schools of Nursing)**

Proofreading

*CPA Canada Handbook* updates (seven in 2018, 2019, and 2020); *Basis for Conclusions for Canadian Auditing Standard (CAS) 700: Reporting on Audited Financial Statements*; *CAM-I MAGs Guideline*; *Consequential Amendments Arising from the Proposed Conceptual Framework* and *Consequential Amendments Arising from the Financial Statement Presentation Standard, Proposed Section PS 1202*; *Basis for Conclusions for Section 3041 Agriculture*; *AASB CSRS 4200 Compilation Engagements Basis for Conclusions*; *Exposure Draft, Financial Instruments—Narrow Scope Amendments*; *2018 Changes to Part I AcSB Due Process—Endorsement Activities*; *AASB AuG-50 Conducting a Performance Audit*; *PSAB: Consultation Paper, Government Not-for-Profit Strategy* **(Chartered Professional Accountants of Canada and Financial Reporting & Assurance Standards Canada)**

Copyediting

*C122: Practical Issues in Underwriting Management*; *C121: Advanced Underwriting*; *C81: General Insurance Essentials, Part 1* (2018 Edition); *Online Tutorial for Alberta Level 2 Licensing* (2017 edition) **(Insurance Institute of Canada)**

### College/University Texts

Copy editing

*Reframed: Self-Reg for a Just Society; Teaching Social Work: Reflections on Pedagogy and Practice; Madness, Violence, and Power: A Critical Collection;* *Taking the Bite out of Rabies: The Evolution of Rabies Management in Canada; The Commons in an Age of Uncertainty: Decolonizing Nature, Economy, and Society; The Life of Permafrost: A History of Frozen Earth in Russian and Soviet Science; Treating Health Care: How the Canadian System Works and How It Could Work Better; The Story-Takers: Public Pedagogy, Transitional Justice, and Italy’s Non-violent Protest against the Mafia; Pathways for Remembering and Recognizing Indigenous Thought in Education: Philosophies of Iethi’nihsténha Ohwentsia’kékha (Land); Private Profits versus Public Policy: The Pharmaceutical Industry and the Canadian State; Understanding School Choice in Canada; Love, Fear, and Health: How Our Attachments to Others Shape Health and Health Care; A Special Hell: Institutional Life in Alberta’s Eugenic Years* **(University of Toronto Press)**

Copy editing, proofreading, cold reading

*General Chemistry: Principles and Modern Applications* (11Ce), *Microeconomics* (2Ce), *Elements of Ecology* (1Ce), *General Chemistry: Principles and Modern Applications* (10Ce), *Issues in Business Communication, Economics* (13Ce), *Health & Physical Assessment in Nursing* (C/e), *Biology on the Cutting Edge: Concepts, Issues, and Canadian Research around the Globe, Microeconomics, Updated In-Class Edition; Macroeconomics, Updated In-Class Edition; Using QuickBooks Premier 2010 for Windows, Environment: The Science Behind The Stories* (1Ce), *Administrative and Clinical Procedures for the Canadian Health Professional* (2e), *Nutrition: A Functional Approach with MyNutritionLab* (2Ce), *Fundamentals of Canadian Nursing: Concepts, Process, and Practice* (2Ce; book won Book of the Year in Higher Ed. for 2009), *Advanced Corporate Finance: A Practical Approach* (1e), chapters 7–10 and Solutions for those chapters, *Macroeconomics* (1e), *Community Health Nursing: A Canadian Perspective* (2e), *Earth: Introduction to Physical Geology* (2Ce), *Microeconomics, In-Class Edition* (1e), *Human Resources Management in Canada* (10Ce), *Macroeconomics* (2Ce), *Natural Hazards: Earth’s Processes as Hazards, Disasters, and Catastrophes* (1Ce), *Principles of Marketing* (7Ce), *Introduction to Sport Psychology: A Canadian Perspective* (1Ce), *Human Geography: Places and Regions in Global Context* (2Ce), *Retail Management: A Strategic Approach* (1Ce), *Management Science* (1Ce), *Effective Training* (1Ce), *Consumer Behaviour* (1Ce), *On Cooking* (3Ce), *Managerial Decision Modeling with Spreadsheets* (1Ce), *Essentials of Paramedic Care, Volume I and II* (1Ce), *Forensic Psychology* (1e), *Feminist Issues: Race, Class, and Sexuality* (4Ce), *Communication: Principles of a Lifetime* (1Ce), *Consumer Behaviour* (3Ce), *Business Communication Essentials* (1Ce), *Understanding Movies* (3Ce), *Concepts in Strategic Management* (1Ce), *Your Guide to RRSPs in 2004, Management: Principles and Practices for Tomorrow’s Leaders* (1Ce), *Check-In Check-Out* (1Ce), *Foundations of Operations Management* (1Ce), *Seeing Ourselves: Classic, Contemporary, and Cross-Cultural Readings in Sociology* (1Ce), *Marketing: An Introduction* (1Ce), *Financial Markets and Institutions* (1Ce), *Integrating Educational Technology into Teaching* (1Ce), *Personal Finance: Turning Money into Wealth* (1Ce), *Cost Accounting: A Managerial Emphasis* (3Ce), *Making Economic Connections, Management Information Systems: Managing the Digital Firm* (1Ce), *Using Simply Accounting Version 8.0 and Pro 8.5 for Windows: A Multi-Simulation Approach, Using Simply Accounting Version 8.0 for Windows: An Integrated Simulation, Financial Accounting: Solutions* (3e)*, Solutions Manual for Accounting* (5Ce)*, The Law and Business Administration in Canada* (9Ce)*, Introduction to Management Accounting, Organizational Behaviour, Macroeconomics* (1Ce)and *Study Guide, Investments* (3Ce)*, Canadian Industrial Relations, Managing Human Resources, Gender in Canada: Yesterday, Today, and Tomorrow* (1e), *Airport Development, Management, and Operations* (1e), *The Foundations of Nursing in Canada* (chapters onSexuality and Self-Esteem) **(Pearson Education Canada)**

Copy editing, proofreading

*Canadian Entrepreneurship and Small Business Management* (10e), *Essentials of Negotiation* (3e), *Understanding Human Sexuality* (6Ce), *Inquiry into Life* (1Ce), *CHILD: From Birth to Adolescence* (1Ce), *Abnormal Psychology* (2Ce), *Core Concepts in Health* (1Ce), *Drugs, Behaviour, and Society* (1Ce), *Biology* (2Ce), *Biology* (1Ce), *Narrating a Nation: Canadian History Post-Confederation* (1e), *Abnormal Psychology* (2Ce), *Adders ‘N Keys*—*An Accounting Practice Set: One Month in the Life of a Sole Proprietorship, Understanding Business in Canada* (1Ce), *Money, Banking, and Financial Institutions: Canada in the Global Environment* (3e, Appendixposted to Website, and test bank questions)*, Instructor’s Resource Guide to Statistics: A First Course* (1Ce)*, ABCs of Relationship Selling* (1Ce), *Microeconomics* (8e)*, P.O.W.E.R. Learning, Principles of Microeconomics* (1Ce), *Business Communications: Building Critical Skills* (2Ce), *Canadian Entrepreneurship and Small Business Management* (6e), *Sociology: A Brief Introduction* (2Ce) **(McGraw-Hill Ryerson)**

Copy editing, proofreading, cold reading, stylistic editing

*Abnormal Psychology: An Integrative Approach* (6Ce), *Beyond Policy Analysis: Public Issue Management in Turbulent Times* (6e), *The Canadian Writer’s Workplace* (9e), *Work, Industry, and Canadian Society* (8e), Test Bank for *The Administrative Professional* (4Ce), PP slides to accompany *Business Communication: Process and Product* (6BrfCe), *Business Communication: Process and Product* (6BrfCe), *Nutrition: Concepts and Controversies* (4Ce), Test Bank for *Living in the Environment* (4Ce), Instructor’s Manual to accompany *Canadian Business English* (7e), PPT slides for *The Administrative Professional* (3Ce), *The Future of Business* (5e), *Meteorology Today: An Introduction to Weather, Climate, and the Environment* (2Ce), *MKTG* (3Ce and Questions and Solutions), *Business Communication: Process and Product* (5BrfCe), *Canadian Criminal Justice: A Primer* (5e), *Diversity Education: Understanding and Addressing Student Diversity* (1e), *Partnerships: Families and Communities in Early Childhood* (5e), *Social Welfare in Canadian Society* (5e), *Canadian Business and the Law* (5e, Electronic Instructor’s Manual and Study Guide), *SOC+* (regional chapters), *SELL* (1Ce), *Business Communication: Process and Product* (4Brief Ce), *Making Math Meaningful to Canadian Students, K–8* (2e), *Sociology: Your Compass for a New World* (4Ce), *Instructor’s Manual to Accompany Small Business Management: Launching and Growing New Ventures* (5Ce), *New Society* (7e), *Society in Question* (7e), *The Future of Business* (4Ce), *Finance for Non-Financial Managers* (7e), *MKTG* (Ce), *Society in Question* (6e), *New Society* (6e), *Canadian Writer’s Pocket Guide* (4e), *Canadian Business and the Law* (4e), *SOC+, Ecology: A Canadian Context, Double N Adventures: A Complete Office Simulation* (1e), *Sociology as a Life or Death Issue* (2Ce), *Human Physiology: From Cells to Systems* (1Ce), *Sociology: Your Compass for a New World* (3Ce), *Canadian Society and the 2006 Census* (single chapter), *Sociology: Points of the Compass* (1e), *The Ultimate Challenge: Coping with Death, Dying, and Bereavement* (1e), *Sociology: Your Compass to a New World* (2Ce), *New Society* (5Ce), *Psychology: The Adaptive Mind* (3Ce), *Canadian Politics: Critical Approaches* (5e), *Criminal Law in Canada: Cases, Questions, and the Code* (2Ce)*, Canadian Criminal Cases: Selected Highlights* (2Ce), *Inclusion in Early Childhood Programs: Children with Exceptionalities* (4Ce), *For Better or For Worse: Canada and the United States into the Twenty-First Century* (2Ce), *The Thomson Guide to Writing and Research in Political Science* (1Ce), *Criminology in Canada: Theories, Patterns, and Typologies* (3Ce), *A Passion for Identity* (4e), *Recruitment and Selection* (2e), *Money, Banking, and the Canadian Financial System* (8e)*, Understanding Social Problems* (1Ce), *Organizational Behaviour* (1Ce), *Canadian Criminal Procedures and Evidence, Criminal Investigation, Managing Performance Through Training and Development, Introduction to Business Decision Making* (6e), *Global Politics: Origins, Currents, Directions* (2e), *Deviance and Social Control* (3e), *Parameters of Power, Empowering Children: Play-Based Curriculum for Lifelong Learning* (3e), *Our Society: Human Diversity in Canada* (2e), *Sociology: Your Compass for a New World* (1Ce), *From Thought to Finish: A Writer’s Journey* (1Ce), *Sociology in Our Times: The Essentials* (3Ce), *Managerial Accounting* (1Ce), *Electrical Wiring: Industrial* (1Ce), *Sociology: Your Compass for a New World* (Brief Edition, 3Ce), *Issues and Perspectives on Young Offenders in Canada* (3e)*, Abnormal Psychology* (1Ce), *Management of Occupational Health and Safety* (3Ce) **(Nelson Education Ltd.)**

Copyediting

*Canadian Business English* (8e), *Sociology: Compass for a New World* (7e), *Essentials of Business Communication* (10Ce), *Essentials of Business Communication* (10Ce) (Mindtap and online exercises), *Business Communication: Process and Product* (Brief 7Ce) **(Cengage Canada)**

Copy editing

*Visualizing Psychology* (2Ce), *Visualizing Psychology* (1Ce), *Introduction to Finance* **(Wiley and Sons)**

Copyediting and proofreading

*Working in a Legal Environment* (3e), *Communications and Report Writing for Law Enforcement Professionals* (5e), *Introduction to Customs Administration and Procedures* (2e), *Wills and Estates* (5e), *Tribunal Practice and Procedure* (1e), *Legal Research: Step by Step* (R4e), *Contract and Tort Law for Paralegals* (2e), *Law and Legislation for Social Service Workers* (2e), *Fundamentals of Security* **(Emond Publishing)**

Proofreading and copy editing

*Studying Public Policy* (4e), *Sociology Unlocked* (1e), *Canadian Cities in Transition Understanding Contemporary Urbanism* (6e), *Imaging Sociology: An Introduction with Readings* (2e), *Women, Politics, and Public Policy: The Political Struggles of Canadian Women* (3e), *Making Sense in Engineering and the Physical Sciences: A Student’s Guide to Research and Writing* (6e), *Contested Federalism* (1e), *The Stacked Deck: An Introduction to Social Inequality* (2e), *Handbook of Canadian Public Administration* (3e), *Biomedical Ethics* (3e), *Research Methods in Kinesiology* (1e), *Crime and Criminology: An Introduction to Theory* (3Ce), *Working with Immigrants and Refugees: Issues, Theories, and Approaches for Social Work and Human Service Practice* (1e), *Communicating for Results* (4e), *Introduction to International Development: Approaches, Actors, Issues* (3e), *The Gendered Society* (2Ce), *Introduction to Statistics* (3e), *The English Language: A Linguistic History* (3e), *Geomorphology: A Canadian Perspective* (6e), *Youth at Risk and Youth Justice* (2e), *Education and Society* (1e), *The Research Process* (3Ce), *Parks and Protected Areas in Canada: Planning and Management* (4e), *Technology and Society: Social Networks, Power, and Inequality* (2e), *Connecting Policy to Practice in the Human Services* (4e), *The Gendered Society Reader* (3e), *Writing by Choice* (3e), Five APA-style student essays; *Teenage Troubles: Youth and Deviance in Canada* (4e), *Writing for the Academic Disciplines: A Rhetoric, Reader, and Handbook* (1e)*, Research Methods in Psychology* (1Ce), *The Canadian Writer’s Handbook* (6e), *The Empowered Writer: An Essential Guide to Writing, Reading, & Research* (2e), *Communicating with Grammar: Skills for Life 1, Communicating with Grammar: Skills for Life 3, Modern Canada: 1945 to Present* (1e), *Aging as a Social Process: Canadian Perspectives* (6e), *Cities and Urban Sociology* (1e), *Academic Inquiry, Introduction to Electric Circuits* (9e), *Philosophy and Aboriginal Rights: Critical Dialogues, Engineering Communication: From Principles to Practice* (2e), *An Introduction to Statistics for Canadian Social Scientists* (2e), *Step Up to Academic Reading, Creating Meaning Advanced* (2e), *Explorations: Conducting Empirical Research in Canadian Political Science* (2e) **(Oxford University Press Canada)**

## Government and Government Agencies

Copy editing, proofreading

*Cities of the Future, part 1; brochure and 8 municipal pages; Enabling & Celebrating Community Hubs—One-Year Progress Update on Community Hubs in Ontario: A Strategic Framework and Action Plan; A Bright Green Future: Cleantech Asset Map—An Analysis of the Convergence of Technology, Policy and Capital in Ontario; A Global Hub for Food Processing—Agri-Food Asset Map: An Analysis of Ontario’s R&D Excellence and Commercialization Capacity in Food Processing* **(Ontario Ministry of Research, Innovation and Science)**

Copy editing, proofreading

*A Guide to Effective Instruction in Mathematics, Grades 1 to 3: Number Sense and Numeration* (rev 2016); *A Guide to Effective Instruction in Mathematics, Grades 1 to 3: Number Sense and Numeration* (rev 2016); *Paying Attention to Fractions: Support Document for Paying Attention to Mathematics Education, Supporting Your Child’s Success in French Immersion and Extended French, Kindergarten to Grade 8; Paying Attention to Spatial Reasoning: Support Document for Paying Attention to Mathematics Education; Paying Attention to Algebraic Reasoning: Support Document for Paying Attention to Mathematics Education; Doing Mathematics with Your Child, Kindergarten to Grade 6: A Parent Guide; Reading and Writing with Your Child, Kindergarten to Grade 6: A Parent Guide; Schools on the Move Lighthouse Program 2009* **(Ontario Literacy and Numeracy Secretariat)**

Proofreading

*Instrumentation and Control Technician, Information Technology Hardware Technician, Utility Arborist, Industrial Mechanic (Millwright), Circular Saw and Band Saw Technician, Underground Diamond Driller, Entertainment Industry Power Technician, Construction Boilermaker, Refrigeration and Air Conditioning Mechanic—Branch 1, Residential Air Conditioning Systems Mechanic, Self-Erecting Tower Crane Operator, Facilities Technician, Marine Engine Technician, Automotive Glass Technician, Cook and Assistant Cook, Recreational Vehicle Technician, Motorcycle Technician, Facilities Mechanic, Early Childhood Educator, Auto Body (Branch 1 and 2) and Automotive Painter, Metal Fabricator (Fitter)* **(Ministry of Education, Ministry of Training, Colleges, and Universities)**

Copy editing

*Decisions:* R. and Halton District School Board, S. and the Halton Catholic District School Board (File 2009-03), K. and the Toronto District School Board (File 2008-04), F. and the Ottawa Catholic School Board, L-C. and the Toronto District School Board, W. and the Toronto District School Board, F. and the Near North District School Board, S. and the Peel District School Board, K. and the Simcoe County District School Board, T. and the Peterborough Victoria Northumberland and Clarington Catholic District School Board, C. and the Durham District School Board, C. and the Durham District School Board, C. and the Toronto District School Board, T. and the Toronto District School Board, S. and the Peel District School Board, I. and the Toronto District School Board, S. and the Halton District School Board, W. and the Limestone District School Board, S. and the Halton Catholic District School Board, I. and the Toronto District School Board; *Ontario Special Education (English) Tribunal House Style Guide, Information for Parties, Rules of Procedures for Hearings Conducted Under the* Education Act, *Form A: Notice of Appeal, Annual Report 2007–2008, Annual Report 2004–2005 and 2005–2006* **(Ontario Special Education (English) Tribunal; note that these decisions are confidential and the names cannot be included)**

## Trade Nonfiction (Adult)

Proofreading

**Finance:** *How to Plan Your Estate, How to Develop a Personal Financial Plan, Basic Investing, Investing in Mutual Funds, Investing in Stocks, Buying and Selling Your Home, Retirement Financial Planning*

**Business:** *How to Write a Great Résumé, How to Do a Great Job Interview, Effective Business Presentations, How to Start Your Own Business, Accounting for Small Businesses, Getting Ahead at Work, Your Guide to Consulting*

**Academic:***School Projects and Presentations, Senior Physics, Senior Accounting, Senior English Essays, Economics, Statistics and Data Analysis, How to Get into Medical School, How to Get into Law School*

**Medical Series:** *Prostate Cancer: A Guide for Patients, Breast Cancer: A Guide for Patients, Thyroid Problems: A Guide for Patients, Allergies and Asthma: A Guide for Patients* **(Paul Kropp Communications** for **Coles Publishing)**

Statistical editor

*The Canadian Global Almanac 2000* **(CDG Books Canada, Inc.)**

**Related Activities**

National Newsletter Co-editor (1999–2000), Editors’ Association of Canada/Association Canadienne des révieurs (EAC/ACR) national executive

Professional Development Chair (1998–1999), EAC/ACR Toronto executive

Professional Development Administrator (1997–1998), EAC/ACR Toronto executive

Secretary (1996–1998), EAC/ACR Toronto executive

**Education**

*Postsecondary:* Honours B.Sc., specialist in psychology and major in English (University of Toronto)

*Basics:* Copy Editing I & II, Eight-Step Editing, Practical Grammar, Proofreading, Substantive Editing (EAC/ACR)

*Specialized Skills:* Acquisitions Editing, Author-Editor Relations, Basic HTML, Editing Books for Children, Editing Fiction, Editing Poetry, Editing Technical Writing, Fact Checking, Fact Checking for Magazines, Finding Information Quickly, Indexing from A to Z, Manuscript Evaluation, Newsletters, Notes and Bibliographies, Permissions, Picture Research, Plain Language, Rewriting, Scholarly Editing, Stylistic Editing, Taking Up Space: Graphic Design for Editors (EAC/ACR)

**Client Comments**

“You really do have an eagle eye and just the kind of obsessive personality I treasure.”

“You are the *best* copy editor that I have worked with.”

“[My partner] says he’s come to hate copy editors over the years, but he certainly likes your style.”

“Your writing style is clear, graceful, and absolutely accurate.”

“I would not hesitate to recommend you.”

“Dawn Hunter is the copy editor/proofreader of my dreams. I’d appreciate it if you could hire her for all future projects I’m involved in.”

“I am very impressed with your work; while I expected that you would pick up on the grammar and presentation-related issues, I did not expect you to be so up-to-date in relation to the content (e.g., FDA legislation, new medications). You have picked up on things that the authors and faculty editors have missed!”

“I must thank you for making Dawn my copy editor—she’s been amazing and I think we should dip her in bronze and keep her forever!”

“Your help has been very much appreciated. Even those of us who have not worked directly with you are benefiting from the style guide.”

“Dawn, I just opened up the style sheet and it’s a work of art.”

“I just want to let you know that the author is extremely pleased and grateful for the work you’ve done. She made a point of telling the signing editor that she very much enjoyed working with you. She said you have a real feeling for voice, and she really appreciates your perceptiveness and diplomacy.”