

Dianne Battersby (Proofreader/Copy-editor)

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Personal profile

Enthusiastic, adaptable and well-respected proofreader and copy-editor. A wide general knowledge that helps to prevent factual errors from being published. Excellent knowledge of spelling, grammar and punctuation rules. Strives for clarity of writing in the English language as well as paying attention to inconsistencies.

Extensive PTC and SfEP training and experience of proofreading magazines, reports, toolkits, articles, blogs, tourist brochures, advertisements and academic documents. French speaker.

Key skills

- Proofreading
- Copy-editing
- French speaker
- Excellent grammar knowledge
- Knowledge of reference systems
- Style sheets
- Microsoft Office
- Adobe PDF reading
- Microsoft Word (Track Changes)
- Written communication
- Spotting inconsistency
- Attention to detail
- Accurate
- Adaptable
- Knowledgeable

Career history

Freelance Proofreader/Copy-editor 2016 Aug – present

- Proofreading and editing of a variety of non-fiction texts, including reports, magazines, toolkits, essays, newspaper articles, blogs, academic documents, memoir, event and attraction brochures, tourist information and websites.
- Previous work experience includes work for a national print and digital media company, an international research organisation, a regional publisher, a consultancy, proofreading agencies, a European journalist, students, a printing company, self-published writers and a first-time author.

Yell Proofreader 2004 Dec – 2018 Dec

- Responsible for the proofreading of a pilot project for monthly local community magazines, which led to the roll-out nationwide of a further 24 magazines. Successfully organised work to strict deadlines, ensuring that articles conformed to house style and that magazines were edited to a high standard.
- Liaised with the editorial team and paginators in order to resolve any issues before supply date.
- Responsible for checking the work of both on-shore and off-shore artists and proofreaders.

Training

- Fiction Editing, SfEP, 2019
- Adobe Tools for Editors, PTC, 2018
- Theses and Dissertations, SfEP, 2018
- Copy-editing by Distance Learning (Pass with Merit), PTC, 2016
- Proofreading Mentoring Scheme, SfEP, 2013
- Proofreading by Distance Learning (Pass with Merit), PTC, 2011

Education

- BA (Hons) Modern Languages French and Russian (Political and Economic Studies), 1988

Courses attended

- Brush up your Grammar, 2012
- Proofreading Problems, 2011

Society memberships

- Professional Member of the CIEP (Chartered Institute of Editing and Proofreading)