

Judith C. R. Leask MA

Member of the Chartered Institute of Editing and Proofreading

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Personal profile

I came to freelance editing work following six years of honing my skills in fiction writing, and twenty years' writing and editing experience in the business and public sectors. I am skilled in understanding the intent and readership of any text, and in making it shine.

Whatever the purpose of the text – fiction, non-fiction, business or academic – my clients want to know that it communicates well, is professionally written and is well-presented. I understand what this means in the different contexts, and provide friendly and affordable proofreading, copy-editing and developmental editing services to suit my clients' needs.

Skills, knowledge and abilities

- I am an author myself – I write historical fiction for adults and middle-grade fiction. I have also written short stories that appear in anthologies.
- I offer skills in developmental editing for fiction and narrative non-fiction. I have a skill for suggesting the best writing technique, to help authors to put their ideas into people's minds, show them their mental images, and make them feel with their characters.
- I offer a keen eye for detail in copy-editing and proofreading, ensuring that the writing is consistent, accurate and easy to follow. Depending on the intended readership, I ensure that any complex information is simplified to the right level. I will follow the house style and/or the style choices that the writer makes.
- I offer effective reader-focused editing skills for a range of business document types – under my employment history, below, I describe the full range of documents that I have written and edited, including corporate strategies, public consultation documents and concise briefing papers.
- I have a master's degree and am familiar with academic writing requirements.
- I have a friendly and approachable working style, and ensure that I am positive and constructive, I suggest rather than dictate, and am happy to leave the final decision to you.

Employment history

December 2019 – current: **Freelance Editor – Just Right Editing**

Through my trading name Just Right Editing I provide:

- Developmental editing for fiction and narrative non-fiction. This includes working with the author to ensure a consistent viewpoint, showing rather than telling what the characters are like, building atmosphere, having a strong opening, etc. For example, I have worked with authors who have – or intend to – self-publish, and have edited short story anthologies.
- Copy-editing for fiction, non-fiction, business and academic work. This involves ensuring that the work is accurate and easy to follow, and is free from inconsistency (of style or fact), error, omission and repetition. I work to the house style, or the style preferred by the writer. For example, I have worked with a non-English speaking academic on their web copy, making it correct for British English and in a plain style for a public audience.
- Proofreading for fiction, non-fiction, business and academic work. This involves checking the text for errors in grammar, spelling and punctuation, and looking for inconsistencies in facts and layout.

Sept 2014: **Programme Management, Jaguar Land Rover**

- Developing communications for project managers in plain English terms, ensuring key messages are put across, and that the communication is effective and reader-focused.
- Developing senior reports, procedures, web content, explanatory guides and presentations on key programme management activity, ensuring clarity, both of the information the reader should understand, and the actions required.

May 2013: **Project Management, NHS Health Education North West**

- Successfully delivering several suites of case studies and posters, showcasing the innovative use of new roles, providing evidence of the service improvement resulting from the changes.

March 2010: **Senior Policy Officer – Local Authority roles**

- Leading the writing of HR policies, corporate reports, strategies, management briefings, employee guidance and advice, and equality impact assessments, ensuring plain language and accessibility.
- Writing information and consultation documents for staff and the public, using a clear and reader-friendly style and structure.
- Writing policy communications on general local government policy matters, provided to executive management and councillors.

Jan 2005: **Senior Policy Officer roles, Queensland Health, Australia**

- Writing significant strategy documents, including service and workforce development strategies.

Qualifications

M.A. in Industrial Relations – University of Warwick (2000)

Relevant training and development

- Proofreading – Chartered Institute of Editing and Proofreading
- Copy-editing – Chartered Institute of Editing and Proofreading
- Providing effective policy advice through your writing ('reader-focused writing')
- Fiction writing courses
- Developmental editing via discussions in a weekly writing group with a literary agent – 3 years
- Association of Project Management – University of Warwick module with written assignment