

# JENNIFER EVANS YANKOPOLUS

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## SKILLS

- Editing (developmental editing, substantive editing, and line editing) design and architecture manuscripts to support writers in fully realizing their vision
- Shepherding a book through all stages of the publishing process, from the inception of an idea, writing, editing, and revisions to typography, graphic design, proofreading, indexing, and printing
- Working with first-time authors and non-native-English speakers

## SUBJECT EXPERTISE

- Architecture and design
- Industrial design
- Landscape and garden history
- Historic preservation
- Sustainable design and green living
- Reference books/directories/manuals
- History
- Southern history and culture
- Business
- General nonfiction

## CAREER HIGHLIGHTS

- Developed the *Almanac of Architecture & Design*, an annual design reference publication, from a four-page outline to a 650-page book in six months. Responsible for all aspects of the publication for 10 editions, from research, writing, and editing to typographic treatment, graphic design, proofreading, indexing, and printing. Also compiled a style and typography guide.
- Guided an author to turn 10 years of research into book, including crafting an outline and a central vision, providing detailed feedback on the content, and giving feedback on the book proposal. The book was subsequently published by an academic press and was nominated for Author of the Year by the Georgia Writers Association.
- Performed a developmental edit on a sustainability manuscript, including reorganizing text, identifying areas that required more research and development, streamlining text for clarity and meaning, formatting text for consistency, and advising the author about how to undertake revisions.
- Streamlined a disjointed manuscript by two authors to create a unified voice and cohesive format. The book was subsequently published by an academic press and was nominated for Author of the Year by the Georgia Writers Association.
- Reorganized a well-researched but disjointed book. The book was subsequently published by an academic press and won seven national and regional awards.
- Helped authors in China, Korea, Japan, India, Germany, France, Croatia, and South America prepare their articles for publication in the United States.
- Edit articles from industrial design professionals for publication in *Innovation*, the quarterly journal of the Industrial Designers Society of America. Includes making edits and suggestions regarding content, flow, organization, voice, clarity, adherence to house style guidelines, and grammar and punctuation.
- Write and edit descriptions for the winners and finalists in the International Design Excellence Awards for publication online and in print.
- Educate authors on the editing and publishing process and ensure they meet publishing deadlines.
- Wrote and edited text for the redesign of a website for an industrial design firm. Worked closely with the firm to ensure cohesion with its vision and scope.

## **SELECTED PROJECTS**

*Almanac of Architecture & Design* 2000–2009 editions  
*Leadership by Design: Creating an Architecture of Trust*  
*Value Redesigned: New Models for Professional Practice*  
*Design Plus Enterprise: Seeking a New Reality in Architecture & Design*  
*How Firms Succeed: A Field Guide to Management*  
*Seeking Eden: A Collection of Georgia's Historic Gardens* (forthcoming)  
*Cracking the Solid South: The Life of John Fletcher Hanson, Father of Georgia Tech*  
*Crossroads of Conflict: A Guide for Touring Civil War Sites in Georgia*  
*Gardens and Historic Plants of the Antebellum South*  
*Innovation*, quarterly journal of the Industrial Designers Society of America

## **CLIENT FEEDBACK**

*As the managing editor of a short-run association publication, I rely heavily on Jennifer's professionalism, thoroughness and sensitivity. Once an article has been submitted Jennifer is more than capable of following through directly with the author to ensure the piece is clear and concise, maintains our publication's style and yet retains the author's voice. As we accept articles not written by professional writers, this is no small feat.*

—Karen Berube, Managing Editor, *Innovation*, and Owner, K.Designs

*Jennifer is a powerful communicator who understands how to achieve the synergy of an engaging message through rich clarity. And she arrives there while masterfully finessing the intent of others she partners with such that the delivery is not only respected but elevated.*

—Gregg Davis, Principal, Design Central

*I want to thank you for everything you have done to get help us get our manuscript in shape to submit to the publisher. I knew you could make a difference in the quality of our manuscript, I just didn't realize how much. From a personal standpoint, I can tell how much better I am as a writer for having worked with you over the past two years. You are a joy to work with...your patience, clarity of thought, ability to work skillfully with strong personalities, ability to zero in on the weakest parts of my chapters, suggestions that always made the text stronger, your encouraging words, your gentle ways and delightful personality. All of these and more made this experience so very positive. I really can't thank you enough.*

—Mary Ann Eaddy, Author of *Seeking Eden: A Collection of Georgia's Historic Gardens*

## **SELECTED CLIENTS**

Greenway Group/*DesignIntelligence* (architectural publisher)  
Industrial Designers Society of America  
Office of the University Architect, Emory University  
Design Central  
Tanglewood Conservatories  
Historic Preservation Division, Georgia Department of Natural Resources  
Fuller E. Callaway Foundation  
Various authors with book contracts with the University of Georgia Press, the University of South Carolina Press, and Mercer University Press  
Various architecture and design academics from universities across the United States  
Self-published authors

## **WORK EXPERIENCE**

Freelance Editor, Oct. 1999–present

Editor and Project Manager, Greenway Group (architectural publisher), May 1999–Dec. 2002

Commercial Lines Underwriter, Liberty Mutual, Jan. 1991–Sept. 1994

### **PRO-BONO PROJECTS**

- Cherokee Garden Library Acquisition Board, Atlanta History Center, 2002–2013
- Co-curated Edward L. Daugherty, *A Southern Landscape Architect: Exploring New Forms* exhibit, Atlanta History Center, 2008–2009
- Inventoried and organized the Edward L. Daugherty Landscape Architecture Drawing Collection, Atlanta History Center, 2007–2009
- Inventoried and organized the Harry Baldwin Landscape Architecture Drawing Collection, Atlanta History Center, 2010–2012
- Inventoried and organized the Eugene Martini Landscape Architecture Drawing Collection and Manuscript Collection, Atlanta History Center, 2012
- Contributed an entry on Eugene Martini for the *Pioneers of American Landscape Design III* encyclopedia (forthcoming)
- Contributed an article on Edward L. Daugherty for *Magnolia*, the journal of the Southern Garden History Society ([http://southerngardenhistory.org/wp-content/uploads/2015/12/Magnolia\\_winter\\_2008\\_2009.pdf](http://southerngardenhistory.org/wp-content/uploads/2015/12/Magnolia_winter_2008_2009.pdf))

### **EDUCATION**

Copyediting Certificate, University of California, San Diego

MS in Architecture History, Georgia Institute of Technology

MHP (Heritage Preservation), Georgia State University

BSBA in Finance, Drake University

### **CONTINUING EDUCATION (selected list)**

- Beyond the Serial Comma: Required vs. Optional Punctuation
- Fact-Checking with Your Brain
- Fearless Creating: Writing to Address the Stages and Anxieties of the Creative Process
- Grammar Bugbears: Verbs and Conjunctions
- Judgments Calls with John McIntyre
- Open or Strict Editorial Style? Striking the Right Balance
- Perking Up Sentences with Constance Hale
- To Correct Yet Preserve: The Author's Voice When You're on Deadline: Editorial Triage
- Who Does What? The Editorial Process
- Working with Writers as Clients: Editing, Education, Communication