

LISA SINCLAIR

COPY-EDITOR
PROOFREADER
TRANSLATOR



CONTACT

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COURSES

- Breaking into the Academic Translation Market, TFT webinar, 2021
- Copy-Editing 2: Headway, SfEP, 25-hour course, 2019

SKILLS

- Proficient in French (C1 level of reading and writing)
- Familiar with the BSI proofreading marks
- Technically proficient with knowledge of Filemaker, InDesign, Photoshop, Acrobat, Microsoft Office, social media platforms and asset management systems

QUALIFICATIONS

MA, TRANSLATION & INTERPRETING STUDIES
UNIVERSITY OF MANCHESTER | 2020–2021
DISTINCTION & TOP STUDENT AWARD

BA (FIRST CLASS HONOURS), FRENCH STUDIES
UOL INSTITUTE IN PARIS | 2011–2014
WITH DISTINCTION IN SPOKEN FRENCH

RELEVANT EXPERIENCE

Freelance Projects

CAMBRIDGE UNIVERSITY PRESS JUNE 2020–PRESENT
Reviewing outsourced copy-editing samples for house style compliance and providing feedback

CAMBRIDGE UNIVERSITY PRESS DEC 2019–PRESENT
Evaluating complex manuscripts in order to prepare copy-editorial briefs according to house style

BRITCENT APRIL–AUG 2016
Proofreading academic essays for students with English as a second language

OMF INTERNATIONAL JAN 2015–AUG 2016
Copy-editing bi-monthly newsletters according to house style and placing them in templates

As well as regularly copy-editing books for a range of academic publishers. See my portfolio on page 2.

Employment

SENIOR CONTENT MANAGER, HUMANITIES BOOKS
CAMBRIDGE UNIVERSITY PRESS | SEPT 2018–SEPT 2019

Managing 40 academic books each year, both in-house and using offshore project management, with a particular focus on the Music & Theatre lists

CONTENT MANAGER, HUMANITIES BOOKS
CAMBRIDGE UNIVERSITY PRESS | AUG 2016–SEPT 2018

EDITOR
THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2015–AUG 2016

- Managing the editorial and production processes for all titles (5-12 published every month)
- Copy-editing (including developmental editing), proofreading and typesetting our list
- Printer and freelancer liaison
- Line managing and training the Editorial Assistant and 1-3 interns at a time

ASSISTANT EDITOR
THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2014–AUG 2015

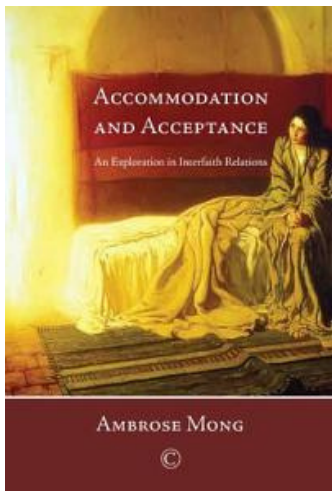
REFERENCES

Josh Kinghorn, former Content and Books Coordinator at OMF International: josh.kinghorn@gmail.com

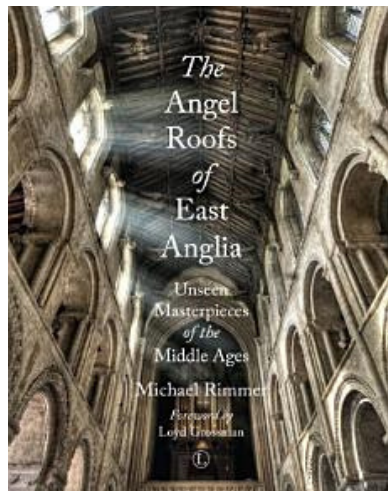
Taylor Dietrich, former Content Team Lead for Humanities at Cambridge University Press: tdietrich@cambridge.org

SELECTED EDITING PORTFOLIO

Note: Click on a thumbnail to be taken to the corresponding webpage.



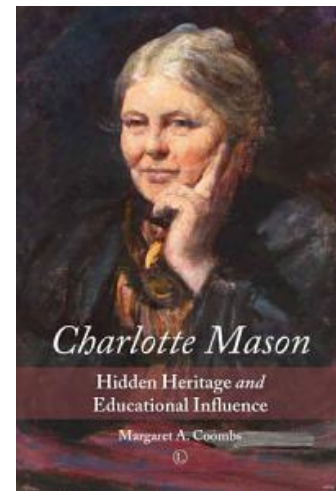
Accommodation and Acceptance (2015)
Ambrose Mong



The Angel Roofs of East Anglia
(2015)
Michael Rimmer



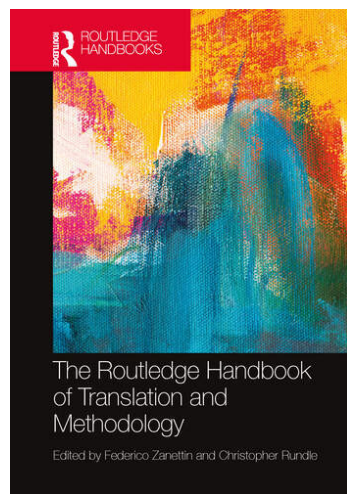
The Anzaldúan Theory Handbook (2022)
AnaLouise Keating



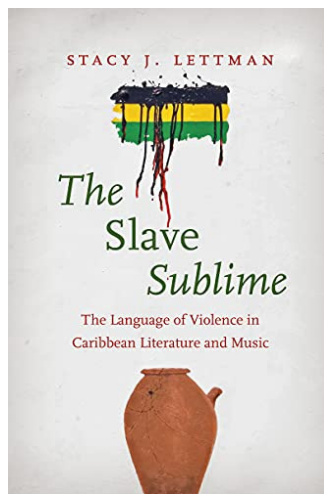
Charlotte Mason (2015)
Margaret A. Coombs



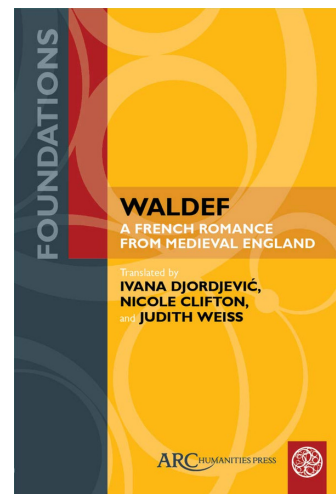
The Cambridge Handbook of Evolutionary Perspectives on Sexual Psychology (2022)
Todd Shackelford



The Routledge Handbook of Translation and Methodology (2022)
Zanettin and Rundle



The Slave Sublime (2022)
Stacy J. Lettman



Waldef (2021)
Ivana Djordjević, Nicole Clifton and Judith Weiss

'Part of getting published is having a good editor to work with and Lisa was excellent!'

Keith Crawford

'Lisa was a tremendous help and support.'

Ambrose Mong

'It was hugely heartening to feel Lisa's concern for the subject in the way she worked.'

Avril Pyman