

# LIZ JONES: Editor

liz@responsiveediting.com www.responsiveediting.com m: +44 7914 691661

**I am a skilled editor and writer with twenty-three years' publishing experience, specialising in non-fiction text. I have worked at every level from project manager to proofreader, and have an excellent understanding of the publishing process. I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP, formerly SfEP), and I also work as a mentor and commissioning editor for the CIEP.**

## KEY SKILLS

- Expert copy-editing, proofreading, localisation and writing/rewriting
- Used to working with a range of contributors and stakeholders
- Proficient in Word, Acrobat and InDesign
- Experience of training editors via the CIEP mentoring scheme
- Business management experience gained through serving as a director of the SfEP

## EMPLOYMENT HISTORY

### Freelance Editor

*February 2008 to present*

Recent clients include: British Library, CIEP, City & Guilds, GFA Group, Haremi, International Baccalaureate, Laurence King, Penguin Random House, Publitek, QBS, Quarto Group, Royal Institute of British Architects, Royal College of Radiologists, Tate Publishing, Thames & Hudson

### Chartered Institute of Editing and Proofreading, Commissioning Editor

*October 2019 to present*

- One of the editors on the Institute's information team, working on internal and external communications

### Chartered Institute of Editing and Proofreading, Senior Mentor

*September 2012 to present*

- Mentoring in copy-editing and proofreading via distance learning

### Society for Editors and Proofreaders, Professional Development Director, Marketing and PR Director

*March 2013 to September 2015*

- Finding ways to raise the profile of the SfEP and its activities
- Overseeing the SfEP's upgrade process and CPD

### Quarto Publishing, Senior Editor

*August 2006 to January 2008*

- Project management of highly illustrated non-fiction titles for international publishers

### Scholastic (Educational Books Division), Project Editor

*November 2005 to July 2006*

- Project management of teachers' resource titles – books and electronic materials

### Usborne Publishing, Editor/Writer

*May 2001 to October 2005*

- Writing and editing non-fiction books for children on a range of subjects

### Miles Kelly Publishing, Editor

*August 1998 to April 2001*

- Project management of illustrated non-fiction books for children

## **EDUCATION**

### **University of Wales, Cardiff (1994 to 1997)**

Architectural Studies BSc: 2:1

followed by a work placement at TR Hamzah & Yeang (Architects),  
Kuala Lumpur, August 1997 to April 1998

### **Hills Road Sixth Form College, Cambridge (1992 to 1994)**

English Language AS level: A

English Literature AS level: A

Art A level: A

French A level: B

### **Linton Village College, Cambridgeshire (1987 to 1992)**

9 GCSEs, all grade A

## **TRAINING**

Copy-editing (3-day course at the Publishing Training Centre)

Indexing for Editors (1-day course at the Publishing Training Centre)

InDesign (1-day course in-house at Quarto)

Getting Work with Non-Publishers (1-day workshop run by the SfEP)

Proofreading for Accreditation (1-day course run by the SfEP; I subsequently  
passed the Accreditation test)

Introduction to Web Editorial Skills (1-day workshop run by the SfEP)

SfEP/CIEP conferences (3-day residential): 2013, 2014, 2015, 2016, 2018, 2019, 2020

## **OTHER INTERESTS**

Writing (novels, short stories, blogging on editing/freelancing)

Walking, running, swimming

Cooking