

Manpreet Kaur

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Skilled professional with excellent knowledge of STM publication, scientific writing, and editorial guidelines, seeking a suitable role in the field of Science Communication to utilize my education and past experiences for the necessary growth and development of the organization.

Professional strengths

- Eye for detail with outstanding editing and proofreading skills
- Experience in copyediting, substantive editing, and writing and reviewing different scientific and medical manuscripts (review articles, research articles, case reports, PPTs, congress reports, books, etc. with plagiarism check)
- Good command over grammar, syntax, and punctuations (UK and US English)
- Experience in extensive literature search and manuscript preparation
- Well-versed with writing on medical and therapeutic areas, preparing PPT. slides
- Good understanding of AMA, Vancouver style guidelines
- Good understanding of scientific writing conventions, scientific terminology, concepts, and jargons
- Subject matter expertise with ability to interpret and express scientific ideas in a simple manner
- Knowledge of working in a publishing house, especially STM journals
- Excellent organizational and communication skills
- Ability to manage multiple projects and meet deadlines
- Ability to work independently as well as part of a team
- Knowledge of submission systems: Editorial Manager, ScholarOne, Manuscript Manager
- Proficient with MS Office, Outlook, and web-based resources and databases

Professional experience:

- ***Freelance English/Scientific Editor/Reviewer, Aging, May 2020-present***
My job involves substantively editing and conducting a mini peer-review on the accepted manuscripts.

➤ ***Freelance Scientific Editor, Sci-Edit Publications, August 2016-present***

My job involves copy- and substantive editing, proofreading scientific manuscripts (Life Sciences/Medical), checking for consistency, flow, syntax, and grammar to generate informative, readable, and valid scientific documents.

➤ ***Freelance Scientific Editor, CACTUS Communications, December 2018-present***

My work involves providing standard editing service to clients for their manuscripts targeted for publication in a wide variety of journals in the field of Life Science and Medical Science. The work involves thorough checking of all elements of a manuscript for language, grammar, proper sentence structure, facts, and rephrasing, providing suggestions to authors, thereby maintaining the author's message.

➤ ***Project Manager (Journals), Thieme Medical and Scientific Publishers, January 2019–March 16, 2020***

As a Project Manager, I handled the entire production work of journals; the role involved overseeing the entire editorial and production process of assigned journals, from the stage of acceptance of articles to their online and print publication, thus maintaining the overall health of journals.

➤ ***Assistant Project Manager (Journals), Thieme Medical and Scientific Publishers, April 2018–December 2018***

As an Assistant Project Manager, I handled the entire production work of journals; the role involved overseeing the entire editorial and production process of assigned journals, from the stage of acceptance of articles to their online and print publication, thus maintaining the overall health of journals.

➤ ***Copy Editor (Journals and Books), Thieme Medical and Scientific Publishers, April 2017–March 2018***

I was responsible for the editing of medical and scientific journal articles, book chapters, and front and back matter with an aim to check them for grammar, punctuation use, flow, and syntax to enhance their readability.

➤ ***Research Associate, National Institute of Immunology, December 2016-March 2017***

During this period, I carried forward my PhD research on centrosome biology, aiming to decipher more centrosomal proteins regulating DNA replication.

Education:

- PhD in Life Sciences from National Institute of Immunology (NII), New Delhi (2016)
Supervisor : Dr. Sandeep Saxena
Thesis title : Understanding the role of replication proteins in mitosis
- Master's degree in Biomedical Sciences, Dr. B. R. Ambedkar Center for Biomedical Research (ACBR), Delhi University (2010)
Percentage: 77.7%
- Bachelor's degree in Microbiology from Gargi College, Delhi University (2008)
Percentage: 82.2%

Publications:

- Kar, A., **Kaur, M.**, Ghosh, T., Khan, M.M., Sharma, A., Shekhar, R., Varshney, A., Saxena, S. (2015) RPA70 depletion induces hSSB1/2-INTS3 complex to initiate ATR signaling. *Nucleic Acids Research* May 26;43 (10): 4962-74 (IMPACT FACTOR: 9.112)
- **Kaur, M.**; Devi R; Ghosh, T; Khan M. M; Saxena, S. (2016) Sld5 ensures centrosomal resistance to congression forces by preserving centriolar satellites. *Mol Cell Biol* 2018 Jan 15; 38(2): e00371-17 (IMPACT FACTOR: 3.813)

Oral presentation:

- Presented short talk on "Publishing Quality Research" at the convention held in from April 9-10, 2019 to celebrate World Homeopathy Awareness Week

The short talk involved presentation of various editorial guidelines including tips to follow while writing scientific manuscripts to a wide range of students, authors, and editors using relevant examples from one of the Homeopathy journals I handled.

Poster presentation and conferences attended:

- **Kaur, M.**, & Saxena, S. (Feb 2015) "Role of GINS in the maintenance of centrosome integrity" on National Science Day at National Institute of Immunology, New Delhi. The poster received the second-best poster prize.
- **Kaur, M.**, & Saxena, S. (June 2015) "GINS subunit is required for the maintenance of centrosome integrity" at the Federation of American Societies for Experimental Biology (FASEB) Science Research Conference (SRC) on "Mitosis: Spindle Assembly and Function" held at Big Sky, Montana, USA

- **Kaur, M.,** Devi, Raksha., & Saxena, S. (April 2016) “A DNA replication protein is required for the maintenance of centrosome integrity” at the 12th International Conference of the Asian Clinical Oncology Society & 35th Annual Convention of Indian Association for Cancer Research & Midterm Conference of IASO held at New Delhi, with the theme “Cancer in Asia: Bridging the Gaps”.

Courses pursuing:

- Writing in Sciences, Stanford University via Coursera
- Understanding Clinical Research: Behind the Statistics via Coursera
- Measuring Disease in Epidemiology via Coursera

Reviews received for editorial skills:

- Excellent job! The discrepancy in the sequence of figure citations was well spotted.
- A very good edit!
- I would have considered this edit to be an exemplary one, had this been a PES job. I cannot describe, in the limited space available, how good most of your revisions were.
- A very good edit. I appreciate the comments added. I hardly had to make any change to the edited file as it was almost good to be submitted to the client.
- The edit was excellent because there were hardly any language issues.
- I thought the edit was quite well done. I really enjoyed reviewing your edit.
- As mentioned in my feedback for the YUCMR job, your edits definitely make the manuscript ready to be published.

Reviews received from clients:

- Helpful comments, good understanding of journal requirements
- Good editing for language and grammar
- Good understanding of my meaning
- Good editing for language and grammar