



Résumé Sharon Stewart

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Citizenship Canadian

Security clearance Reliability (valid until 2025)

Publishing experience

1990–present

Owner, Nighthawk Editing

- Managing and carrying out multiyear contracts for the federal and provincial governments, including editing and proofreading at least 100 books and 1000 other projects
- Editing and proofreading manuscripts in a variety of fields, including more than 111,000 pages for research journals
- Editing and comparing texts translated from French (concordances)
- Editing, proofreading, and digitally preparing four-colour maps
- Formatting manuscripts, including complex tables
- Scanning line art and halftones
- Electronically laying out camera-ready pages (desktop publishing), including figures, complex multipage tables, and covers
- Providing quality control at various stages of production
- Arranging printing contracts
- Collaborating with writers, cartographers, translators, designers, and printers
- Checking page proofs
- Approving bluelines, vandykes, and unbound and bound printed publications
- Interviewing departmental staff for input
- Writing proposals, articles, reports, manuals, executive summaries, and style guides
- Rewriting and condensing texts
- Carrying out research on technical subjects and terminology and checking facts
- Maintaining fruitful relationships with authors and clients around the world
- Conducting editorial audits (evaluating editors for clients), including an audit of 10,000 pages that had been edited for a Royal Commission by a press
- Preparing and delivering seminars on advanced copy editing of scientific papers and on plain language writing
- Training and supervising pre-markers, editors, inputters, proofreaders, and desktop publishers

- Coaching authors in the academic community, government, and organizations
- Tutoring ESL students in preparation for the federal government's second language exam

[Also see projects listed in the Jobs file]

Awards

- Tom Fairley Award for Editorial Excellence (Editors' Association of Canada) <<http://www.editors.ca/node/11666>>
- CBA Libris Award 1995 for Outstanding Achievement (Canadian Booksellers Association)
- Gordon Dixon Memorial Prize for highest standing in Quaternary Geology at the University of Western Ontario

Education

BSc, University of Western Ontario

Courses for degree

Anthropology, Biology, Calculus, Chemistry, Crystallography, Economics, English, Geology, Historical Geology, Mineralogy, Music, Petrology, Physical Chemistry, Physical Geography, Philosophy, Physics, Psychology, Quaternary Geology, Sociology, Stratigraphy, Structural Geology

Certification

- Brainbench.com, Certified Master, Editing and Proofing (Chicago Style), 2000 (99th percentile)
- Brainbench.com, Certified Master, Written English, 2000
- Smarterwork.com, Expert, Writing and Editing (English), 2000
- Introductory Ventura Publisher, Algonquin College, 1992
- Intermediate Ventura Publisher, Algonquin College, 1992

Other courses

- Public Administration, University of Ottawa
- Seminars, Freelance Editors' Association of Canada

Computer skills

WordPerfect, Microsoft Word, Windows and applications, Ventura Publisher, e-mail, Internet, group moderation, etc.

Membership

Editors Canada (Editors' Association of Canada)

Unsolicited accolades

"I am writing to say how much I appreciated Sharon Stewart's excellent work... . My being in the field at the time [Resolute] made communication rather difficult. However, she responded most efficiently and graciously to my telephone calls and suggested changes. It was a pleasure working with her."

Dr A.L. Washburn, University of Washington

"The editorial work is excellent, and my omissions (especially two or three very important ones) were most skilfully discovered...."

Dr B.M. Quigley, University of Western Ontario

"The editing job you've done is fantastic.... You very alertly noticed that I had left out a few numbers on Figure 2.... Thank you very much for your help and the excellent editing."

Dr S.Y. Johnson, Department of Geology, Washington State University

"This has been one of the best editing jobs I have had done on one of my papers."

Dr E.S. Belt, Department of Geology, Amherst College

"Thank you for your careful editing and constructive comments."

Dr R.A. Harmes and Dr R.H. Fillon, Atlantic Geoscience Centre

"Thank you for giving the manuscript what I regard as a high level of editorial polish."

Dr D. Smith, University of Calgary

“Thank you for so carefully editing the manuscript, for improving the phraseology, and for skilfully correcting the various errors or incommensurabilities I had failed to catch at an earlier stage.”

Dr R. Kerrich, Department of Geological Sciences, University of Saskatchewan

“Thank you for doing such a thorough editorial job on the Ross and James paper. Thank goodness you caught the four references that I left out and those I mistakenly left in.”

Dr R.J. Ross, Littleton, CO

“Thank you ever so much for improving the English of my article. I think it reads very well now. Whoever [did] it could understand the text very well.”

M. Seppala, Department of Geography, University of Helsinki

“Many thanks for the careful editing on the manuscript; this used to be the hallmark of the USGS.... I am surprised that you went over the tedious description of the operculum so carefully.”

Dr E.L. Yochelson, Department of Paleobiology, National Museum of Natural History

“It is amazing that these two errors slipped by so many readers. I congratulate the skill and perception of the editor. Thank you for your careful work.”

Dr W.A. Gorman, Department of Geological Sciences, Queen's University

“Sharon is, without a doubt, our best authority on English usage.... The quality of editing in her Journal is first class.”

S.D. Prudhomme, Director, Research Journals, National Research Council of Canada

“Thank you for the excellent service that you and Nighthawk Editing have been providing to the Agricultural Institute of Canada these past few years. We were very lucky to find someone with your scholarly publishing experience and knowledge of scientific conventions and mathematics to help out with the editing load....”

Tim Fenton, Head, Journals Section, Agricultural Institute of Canada

“Thanks for the excellent work on these proofs. I think that the editing job on this book has been outstanding, and I just wanted to make sure that you were aware of my appreciation.”

Bill Carman, Managing Editor, IDRC Books, International Development Research Centre

“I am pleased to send you a final copy of the document you edited, ‘Towards a Healthy Russia’. ... the Director of Preventive Health Services, Dr S. Stachenko, was quite impressed with your work.”

Monic Lalonde, CINDI Program Officer and Canadian Initiative Coordinator, Health Canada

“The finished products [camera-ready reports and four-colour 1 : 20 000 maps] are exactly what we were looking for. Congratulations on producing such high-quality products.”

Alison Weatherston, Ontario Geological Survey, Ministry of Northern Development and Mines

“Sharon Stewart is the best scientific editor I’ve seen in years.... Clearly there is a reason why I prefer Sharon for some jobs Her precision in editing is nothing short of superb. She knows her science, she knows her grammar — and she always makes her deadlines. She also does not shy away from new challenges. For example, we recently began to do work for Japanese firms in highly technical areas, such as the heat treatment of steel. Working from absurd translations, Sharon managed to make the text not only conform to international scientific conventions, but also read so that it is understandable. I recommend her without reservation for any editing or production job.

Norman Bloom, President, Prosebusters Communications

“A heartfelt congratulations on winning the Fairley Award! Your unqualified success in rendering the enormous manuscript [922 pages, 156 tables] both readable and manageable in terms of length [made] this book an excellent candidate for the award. Under what would be come extremely tight deadlines [5 weeks], the entire team at Nighthawk Editing truly performed above and beyond the call of duty. I can honestly say that this book — *Technology Policy and Practice in Africa* — is the best that has yet been produced in the Focus series of IDRC Books. The work your firm has done sets an example for quality substantive editing and creative book design. There is absolutely no doubt in my mind that you deserve this honour, and it confirms the choice of Nighthawk to carry out IDRC Books’ Standing Editorial Services Contract.”

Bill Carman, Managing Editor, IDRC Books, International Development Research Centre

“For your work on the *Technology Policy and Practice in Africa*, the judges were full of praise. They noted that the project was an inherently difficult one, given the tight deadline and the complexity and poor condition of the manuscript. They were unanimous in applauding your professionalism, conscientiousness, and good humour in transforming the manuscript into a work of which your client could be proud. Indeed, they noted that you had gone well beyond the call of duty in discharging your editorial responsibilities. Their final comment was that your work had been ‘phenomenal’.”

Peter Colenbrander, Editors’ Association of Canada

To the author's co-author: "We have the proofs back. Thought it would be easy, but they have gone thru the paper with fine tooth comb, especially the references. . . . A lesson in documenting to the *n*th degree."

Dr Alan Russell, Department of Civil Engineering, University of British Columbia

To the author's co-author: "They have really scrutinised every reference to the minutest of detail (I'm sort of wondering whether they are using a software application to perform that task)" [no, just my brain and the Internet].

Paul Tawaih, Department of Civil Engineering, University of British Columbia

"Thank you for the wonderful editing!"

Dr Hyoungkwan Kim, College of Engineering, Yonsei University

"My sincere thanks to the editor for their meticulous and extensive notes and corrections. Undoubtedly, the paper is in a much better shape now."

Dr Mahmoud Halfawy, Centre for Sustainable Infrastructure Research, NRC

"I'd like to express my sincere gratitude to the person who edited our paper. . . . I am grateful that you took the care to improve it 1000%."

Dr Brenda McCabe, Department of Civil Engineering, University of Toronto

At a banquet in Mexico: "I'd like to thank our editors, Sharon Stewart in Ottawa, and Margarita Lum in Caracas, who take our analysis and text, sometimes little more than raw, make it understandable for our clients, and make it shine. Their brilliant minds and high professional standards are seen everywhere in our products, yet their names are not in the spotlight. Let us applaud them."

Genevieve Signoret, President, TransEconomics S.C.

"My thanks for a job exceedingly well done!"

Jean-Pierre Kingsley, Chief Electoral Officer of Canada, Elections Canada

"Thanks for the good work, Sharon."

Hélène Papineau, Director of Communications and Marketing, Treasury Board Secretariat

On several occasions: "Great job." "Thanks, Sharon, for the quick turnaround." "Looks great."

Elaine Boily-Nichol, Director, The Leadership Network, Canada Public Service Agency

"I wanted to thank you because you've done amazing work for us, and having you on board has been beyond helpful."

Michelle Couture, Corporate Communications Manager, FedDev Ontario

"Thanks, Sharon, for ALL your work on this project. I was really impressed with your work. It wasn't easy, but you definitely made it look easy. . . . I have been raving about your work, and I know plain language editing is a priority for us."

Stacey-Ann Morris, Communications Branch, Canadian Human Rights Tribunal

"Sharon provided excellent/superior service on the RPP and met all timelines (which I would add were very tight). I would highly recommend Sharon's work."

Tammy Bender, Intergovernmental and Stakeholder Relations, FedDev Ontario
