

Sunita Dogra

Freelance copyeditor • sunitasayal@gmail.com

A little something about me

I have been an editor for more than 23 years now (13 years as a freelancer). Before embarking onto the freelance journey, I worked as a proof reader, production coordinator, copyeditor, copyediting trainer, and manager (copyediting). These different roles helped me gain valuable insights into the production process. I have copyedited books and journal articles for publishers like McGraw Hill, Wolters Kluwer, Informa Healthcare, Taylor & Francis, Wiley--Blackwell and IEEE and I understand international copyediting standards. Additionally, editing papers and dissertations for ESL authors has increased my efficiency in working with diverse writers and understanding their specific needs. My approach to editing is that of a constructive nitpicker, who strives to strike a balance between an author's writing style and the publisher's preferred style.

I believe that editing is one profession where learning continues lifelong. To keep myself abreast of what is happening on a global level in our profession, on and off I have been a member of the Editorial Freelancers Association, the United States (EFA). In summer 2015, the Editors Association of Canada organised its first international conference 'Editing Goes Global' in Toronto. I was one among the only four Indians to have attended this conference. During this time, I volunteered at the EFA display booth (please see attached pdf from EFA's newsletter (*The Freelancer*, Vol. 39, No. 5, May–June 2015, pp. 8)).

Aside from professional pursuits and outside of editing, I like to bake tea cakes, engage in embroidery and read works by authors such as Orhan Pamuk, Charles Dickens, Indu Sundaresan, George Eliot and Khaled Hosseini.

I'm keen to work with an organisation where my experience and abilities can be used to the maximum and where I get opportunities to continue my learning.

Accolades

The authors of the following books have appreciated my work in the *Acknowledgments* to their books:

- *Review of Medical Microbiology and Immunology*, 11th edn, by Warren Levinson, McGraw-Hill, 2010
- *Production Systems Engineering: Cost and Performance Optimization*, by Richard E. Gustavson, McGraw-Hill, 2010
- *Review of Medical Microbiology and Immunology*, 10th edn, by Warren Levinson, McGraw-Hill, 2008

Key Skills

- Sensitive to author's writing style and voice
- Proficient in copyediting both journal articles and books
- Understands very well when and how to use reference manuals
- Well versed with different requirements for American and British English
- Well versed in handling scientific jargon, redundant and expendable words and phrases as well as bias in scientific writing
- Conversant with the usage and abusage requirements
- Well adept in accurate grammar, punctuation, standard usage and spellings
- Proficient in electronic copyediting (using the Track Changes feature of Word and editing on Adobe Reader) as well as hard copyediting
- *Subjects areas for copyediting*: Clinical medicine, allied health, psychological science, emergency medicine, behavioural science, chemistry, physics and engineering and technology

Professional Experience

Freelance copyeditor, New Delhi, India

April 2010 onwards

Role: Freelance copyeditor

- Responsible for the editing of manuscripts
- Interacting with production editors
- Interacting with ESL authors
- Clients:
 - *Newgen Publishing UK* (Stroud, Gloucestershire, UK): Editing NIHR reports
 - *Peerwith*: Editing for ESL authors
 - *Taylor & Francis* (Abingdon, Oxfordshire, UK): Copyedited articles of the following journals:
 - Carbon Management
 - International Journal of Construction Management
 - Cognitive Behaviour Therapy
 - Journal of Baltic Studies
 - Local Government Studies
 - Regional & Federal Studies
 - *Research and Information Systems for Developing Countries* (New Delhi): Edited economics research papers
 - *Hierophant Publishing Services* (Pottstown, PA, USA): Copyedited Math workbooks for Grades 6, 7 and 8 of McGraw-Hill/The Grow Network for the state of Texas
 - *Oxford University Press* (New Delhi): Copyedited higher education books:
 - *Marshall Cavendish* (Singapore): Copyedited mathematics text book and workbook for students of Grade 3 as well as teacher's guide
 - *Thieme Medical Publishers* (Noida): Copyedited and proofread medical books and research papers

Deputy Manager (Copyediting), Aptara, New Delhi, India

June 1999 to Nov 2009

- Managed a pool of in-house as well as freelance copyeditors
- Analysed projects and planned schedules accordingly
- Prepared detailed copyediting style sheets for different projects as per publishers' specifications
- Conducted training programmes for new copyeditors and also provided on-the-job training
- Copyedited medical books for McGraw Hill (US), Wolters Kluwer (US) and Informa Healthcare (US)

Senior Copyeditor, Aptara

- Copyedited books for McGraw Hill (US), Wiley- Blackwell (UK and US) and Greenwood Publishers (US) as well as journal articles for IEEE (US)
- Mentored trainee copyeditors
- Prepared copyediting style sheets

Copyeditor, Aptara

- Copyedited journal articles for Wiley (US) and Plenum (US)

Production Coordinator at Thomson Digital, Noida, India

Sept 1997 to May 1999

- Communicated with production editors
- Updated client and management regarding job status
- Updating production team regarding client's expectation

Proofreader at Viva Books Pvt. Ltd., New Delhi, India

June 1996 to Sept 1997

- Proofread manuscripts according to specifications provided
- Maintained mailing list

Education

- Currently pursuing MA in English Literature from Indira Gandhi National Open University, New Delhi, India
- Postgraduate Diploma in Editing (1996–1998) from College of Vocational Studies, University of Delhi, New Delhi, India
- Graduate in Book Publishing (1993–1996) from College of Vocational Studies, University of Delhi, New Delhi, India

Some of the resources that I have

English language

- *The Curious Case of the Misplaced Modifier*, by Bonnie Trenga, Writer's Digest Books, 2006
- *It Was the Best of Sentences, It Was the Worst of Sentences*, by June Casagrande, Ten Speed Press, 2010
- *But Can I Start a Sentence with "But"?*, University of Chicago Press, 2016
- *The American Heritage Guide to Contemporary Usage and Style*, Houghton Mifflin, 2005
- *Eats, Shoots & Leaves*, by Lynne Truss, Profile Books, 2005
- *McGraw-Hill's Dictionary of American Idioms and Phrasal Verbs*, by Richard A. Spears, McGraw-Hill, 2005
- *The Cambridge Guide to English Usage*, by Pam Peters, Cambridge University Press, 2004
- *Elements of Style*, 4th edn, by William Strunk Jr and E.B. White, Allyn and Bacon, 2000
- *The Handbook of Good English*, by Edward D. Johnson, Facts on File, 1991
- *The Most Common Mistakes in English Usage*, by Thomas Elliott Berry, Tata McGraw-Hill, 1976
- *A Dictionary of Modern English Usage*, 2nd edn, by H.W. Fowler, revised by Sir Ernest Gowers, Oxford University Press, 1965

Style manuals

- *Chicago Manual of Style (CMS)*, 17th edn
- *American Medical Association Manual of Style (AMA)*, 10th edn
- *Publication Manual of the American Psychological Association (APA)*, 6th edn
- *American Chemical Society Style Guide (ACS)*, 3rd edn
- *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th edn
- *Words into Type*, 3rd edn

Editing related

- *The Copyeditors' Handbook*, by Amy Einsohn, University of California Press, 2000
- *The Copyeditors' Handbook*, 2nd edn, by Amy Einsohn, University of California Press, 2006
- *The Subversive Copy Editor*, 2nd edn, by Carol Fisher Saller, University of Chicago Press, 2016
- *What Editors Do*, edited by Peter Ginna, University of Chicago Press, 2017

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EFA at events, continued

The EFA at Editing Goes Global, 2015 international conference of the Editors Association of Canada



*Sunita Dogra, Katharine O'Moore-Klopf,
Vivek Kumar (left to right) at EAC, June 2015,
Toronto, Ontario, Canada.*

*Special thanks
to Christine
Frey, Sunita
Dogra and
Vivek Kumar
for setting up
and staffing
the EFA
display at the
EAC.*

The EFA at 2015 Printer's Row

By Will Tyler

Billed as “the Midwest’s largest gathering of book lovers,” the 2015 Printers Row Literary Festival on June 6 and 7 in Chicago went well, although the rain on Sunday slowed things down. About 164 people stopped by the table on Saturday and about 51 on Sunday. We were out of almost everything by the end of Saturday, and I gave what was left away by early Sunday afternoon. The totes were also popular, and everyone was impressed with the screen wipes. ■

