

Thomas J. Kiefer, Ph.D.

thomasjosephkiefer@gmail.com | kiefereditorialservices.com

EDUCATION

Fordham University, New York, NY

Ph.D. in Philosophy, Graduate School of Arts and Sciences, 2017

Jesuit Pedagogy Seminar, 2017

MA in Philosophy, Graduate School of Arts and Sciences, 2012

BA in Philosophy, Fordham College at Lincoln Center, 2010

University of California Berkeley Extension, Online

Indexing: Theory and Application course, 2020

Indexing Partners, LLC Rehoboth Beach, DE

Indexing Boot Camp, 2017

Montefiore Einstein Center for Bioethics, New York, NY

Certificate in Bioethics and Medical Humanities, 2016

INDEXING AND EMPLOYMENT EXPERIENCE

Kiefer Editorial Services, February 2018-Present

Freelance Indexer

- Create accurate, accessible, and comprehensive indexes faithful to the complexity of the text in a timely manner
- Craft print and digital back-of-book indexes, specializing in academic publications and trade books
- Utilize academic knowledge and research skills to index the most sophisticated, nuanced, and abstract texts
- Apply professional indexing training to work flexibly with publishers and authors on projects with variable timelines, differing stages of completion, and based on special requests to meet indexing needs

Mertes Editorial Services, June 2018-Present

Freelance Indexer

- Create print and digital indexes for 10-15 books each year, specializing in philosophy, ethics, and history

Indexing Partners, LLC, October 2017-April 2019

Freelance Indexer

- Created print and digital indexes for 25-30 books each year, specializing in academic and trade books

Fordham University, August 2006-December 2020

PhD Candidate and Teaching Fellow, Department of Philosophy, Bronx, NY, August 2010-May 2017

- Conducted research in philosophy focused on ethics, and using supplemental research in bioethics, evolutionary biology, developmental psychology, and cultural anthropology
- Crafted academic research proposals, peer-reviewed articles, and academic publications

Library Assistant, Quinn Library, New York, NY, August 2006-December 2020

- Assisted student, faculty, and alumni patrons with research, writing, and subject-specific inquiries

AREAS OF SPECIALTY AND SKILLS

- Philosophy, ethics, bioethics and medical humanities, intellectual history, anthropology, psychology, sociology, biology, religion, history, humanities, medieval studies, cultural studies, gender studies, politics, biography, social work, sign language, art, animation, economics, critical theory, technology, Jewish studies, folk lore, and cooking
- CINDEX and SKY indexing software, large handbooks, collections, and multi-author volumes
- Dedicated Name, Author, and Subject indexes, Indices locorum, and Scriptural Indexes
- Revision of previously created indexes, updating indexes for new editions, and improving indexes of others
- Works-in-progress, variable timelines for completion, and special publisher and author requests
- Indexing projects that are especially challenging, extensive, or unique

LANGUAGE PROFICIENCY

French: Advanced reading and writing competency

German: Advanced reading and writing competency

Spanish: Advanced reading and writing competency

Ancient Greek: Intermediate reading and writing competency

SELECT INDEXES

- [The Power of Non-Violence: The Enduring Legacy of Richard Gregg – John Wooding \(Loom Press, 2020\)](#)
- [Catholic Handbook on Bioethics – NCBC \(National Catholic Bioethics Center, 2020\)](#)
- [Montaigne: Life without Law - Pierre Manent \(University of Notre Dame Press, 2020\)](#)
- [Toward a Concrete Philosophy: Heidegger and the Emergence of the Frankfurt School - Mikko Immanen \(Cornell University Press, 2020\)](#)
- [The Political Philosophy of Fenelon - Ryan Patrick Hanley \(Oxford University Press, 2020\)](#)
- [Natural Law and Human Rights: Toward a Recovery of Practical Reason - Pierre Manent \(University of Notre Dame Press, 2020\)](#)
- [Colonial Capitalism and the Dilemmas of Liberalism - Onur Ulas Ince \(Oxford University Press, 2020\)](#)
- [Fenelon: Moral and Political Writings - Ryan Patrick Hanley \(Oxford University Press, 2020\)](#)
- [Labor in the Time of Trump - Eds. Kerrissey, Weinbaum, Hammonds, Juravich, Clawson \(Cornell University Press, 2019\)](#)
- [Protecting Animals Within and Across Borders - Charlotte Blattner \(Oxford University Press, 2019\)](#)
- [Rituals of Care: Karmic Politics in an Aging Thailand - Felicity Aulino \(Cornell University, 2019\)](#)
- [Free Speech in the Digital Age - Eds. Susan Brison and Katherine Gelber \(Oxford University Press, 2019\)](#)
- [Dimensions of Normativity: New Essays on Metaethics and Jurisprudence - Eds. Plunkett, Shapiro, Toh \(Oxford University Press, 2019\)](#)
- [Oxford Handbook of Levinas - Michael Morgan \(Oxford University Press, 2019\)](#)
- [Liberty in the Things of God – Robert Wilken \(Yale University Press, 2019\)](#)
- [Student Affairs Funding: Raising the Funds to Raise the Bar –Penney, Rose, and Gittings \(NASPA, 2019\)](#)
- [Counselor Education in Counselor education in the 21st century – Koech and Rubel \(ACA, 2019\)](#)
- [Crisis, Compassion, and Resiliency in Student Affairs – Treadwell, O’Grady, Kruger \(NASPA, 2019\)](#)
- [Locke on Knowledge and Reality – Georges Dicker \(Oxford University Press, 2019\)](#)
- [Gaining Voice: The Causes and Consequences of Black Representation in the American States – Christopher Clark \(Oxford University Press, 2019\)](#)
- [Future of Work: Robots, AI, and Automation – Darrell West \(Brookings Institution Press, 2019\)](#)
- [In Person: Reenactment in Postwar and Contemporary Cinema – Ivone Margulius \(Oxford University Press, 2019\)](#)
- [Miyazakiworld: A Life in Art – Susan Napier \(Yale University Press, 2019\)](#)
- [New Wave Consequentialism – Christian Seidel \(Oxford University Press, 2019\)](#)
- [Dust Bowls of Empire – Hannah Hollerman \(Yale University Press, 2019\)](#)
- [Humility \(The Virtues\) – Jennifer Cole Wright \(Oxford University Press, 2019\)](#)
- [American Juvenile Justice – Franklin Zimring \(Oxford University Press, 2019\)](#)
- [Cooking in Iran: Regional Recipes & Kitchen Secrets – Najmieh Batmanglij \(Mage Publishers, 2018\)](#)
- [Beyond Speech: Pornography and Analytic Feminist Philosophy - Ed. Mari Mikkola \(Oxford University Press, 2018\)](#)
- [A Wolf in the City: Tyranny and the Tyrant in Plato’s *Republic* - Cinzia Arruzza \(Oxford University Press, 2018\)](#)
- [The Birth of Ethics: Reconstructing the Role and Nature of Morality - Philip Pettit \(Oxford University Press, 2018\)](#)
- [Philosophical Papers – Paul Humphreys \(Oxford University Press, 2018\)](#)
- [Sign Language Interpreting in the 21st Century – Len Roberson and Sherry Shaw \(Gallaudet University Press, 2018\)](#)
- [The Digital Street – Jeffrey Lane \(Oxford University Press, 2018\)](#)
- [Latinx/a/os in Higher Education – Angela Batista, Shirley Collado, and David Perez II \(NASPA, 2018\)](#)
- [Gesture in Multiparty Interaction – Emily Shaw \(Gallaudet University Press, 2018\)](#)
- [Activating a Teaching-Learning Philosophy – Grise-Owens, Owens, Miller, and \(CSWE, 2018\)](#)
- [A Guide for Interprofessional Collaboration \(CSWE, 2018\)](#)
- [Responsible Parties: Saving Democracy from Itself – Rosenbluth and Shapiro \(Yale University Press, 2018\)](#)
- [Becoming Creole: Nature and Race in Belize – Melissa Johnson \(Rutgers University Press, 2018\)](#)
- [A Journey to Freedom – Kent Blansett \(Yale University Press, 2018\)](#)
- [A Palace of Pearls: The Stories of Rabbi Nachman of Bratslav – Howard Schwartz \(Oxford University Press, 2018\)](#)
- [Transformational Encounters – Ching, White, Kelly, and Gonzalez \(NASPA, 2018\)](#)
- [David Hume on Morals, Politics, and Society – David Hume \(Yale University Press, 2018\)](#)