



Alison Shakspeare

Shakspeare Editorial (trading as Shakspeare Services Ltd, founded in July 1987)

CONTACT DETAILS

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COPY EDITING

Publishers

Ashgate/Routledge/Taylor Francis/MUP through the agency of 4word, Bouchier, Povey Editorial and Sunrise Setting; a variety of academic books in business, humanities and social sciences

Springer/Palgrave Macmillan through the agency of Newgen, Bouchier and Povey Editorial; a variety of academic books on ICT, Islam, linguistics, history, social sciences

Southgate Publishers focus on family learning, primary and secondary schools. Editing publications where there is a need to turn copy into clear English and make the content easy to follow and act on. Also advising on design approach for some publications

DK Life (Dorling Kindersley) gardening publication

AA Lifestyle Guides including *Food Lovers 2003* and *Britain's Best 2003*; translations from French for *Bed & Breakfast in France 2001* and *French Gîtes 2004* and 2005.

Business clients

Smithers Rapra business reports

Mcommerce for Rupert Potter of Paythru Limited

Oakshott Fabrics. Website, publicity materials

Flair Magazine. Quarterly publication for machine embroiderers, closed in July 2014. Copy-edited all content for style and clarity; also input on design

Learning Through Landscapes. For seven years (to 2009 when work went in-house) all monthly membership materials were edited by me. Aimed at early years, primary and secondary pupils and teachers to enhance and promote their use of outdoor learning

Also copy editing for the Publishing Training Centre; Wordy; Christina Dixon Consulting; The Devon Chef; individual self-publishing authors.

PROOFREADING

Publishers

Dorling Kindersley through the agency of Studio Cactus (factual books on gay sex, horses, birds)

David & Charles through the agency of Outhouse (Hillier's plant guide).

Business clients

The Quick Guide to Selling Your Business for ebook and print

Love the Flavour 2012/13 and 2015/16 Guides.

SELF-PUBLISHING

Work with a range of authors (fiction and non-fiction) at all levels of self-publishing from editing to design and publication (full details on website). Can supply ISBNs.

WRITING

Making Up Stories for Southgate Publishers.

Magazine articles for *Flair* and *Your Family*.

A variety of marketing copy and press releases for arts organisations, food festivals, holiday companies and other businesses.

TECHNICAL EXPERTISE

On-screen editing

I work with Word, PDFs and InDesign/InCopy (for designing and for creating eBooks).

Regularly set up formatted documents for ongoing use.

Currently work on Mac, used PCs for many years. Good knowledge of Excel, Access and Powerpoint.

eBook formatting

for ePub and transfer to MOBI.

Websites

I have a working knowledge of HTML and XML and have employed a variety of CMS. I create websites in Wordpress.

Editing, writing copy for and/or administering a range of websites.

Design

Use of Photoshop, Adobe Illustrator, InDesign/InCopy

Training

PTC Creating eBooks; PTC Grammar at Work; SfEP Proofreading for Accreditation; Chapterhouse editing and proofreading course.

PREVIOUS EMPLOYMENT

2000-2007, **The Reading Agency**, maintaining main database, managing sales, administering training bookings, formatting and production of reports, forms, manuals and toolkits

July 1987 to January 1988, **Cheek By Jowl**, tour publicity officer

May 1981 to July 1987, **Royal Shakespeare Company**, London, publicity and marketing officer, handling all advertising, dealing with print, mailing, links to educational organisations, groups, businesses, promotional activities, FOH and marketing of tours and transfers

July 1980 to April 1981, **Old Vic Theatre**, London - press assistant

August 1979 to June 1980, **London Student Drama Festival** – administrator; Cherub Company on the Edinburgh Fringe - stage manager and performer.

PROFESSIONAL MEMBERSHIPS

Society of Freelance Editors and Proofreaders, Professional Member

Arts Marketing Association (from its inception to 2012)

Board Member of the Nuffield Theatre, Southampton 1997–2000.

GENERAL

Italian and French

Lived in Italy, Egypt, Tunisia, Sudan, India, Canada. Travel to Europe, Kenya and USA.

Worked with Sustainable Crediton focusing on local food and gardening

Catering for large groups

Organising the Crediton Food Festival, Crediton Festival, Crediton Short Story Competition

Member of book and writing groups, English Heritage, jive dancing.