



*Freelance  
Register  
2007–08*

*2nd edition*

# Contents

To the client	iii
About the <i>Register</i>	iii
Freelance Quickfind	iv
<i>Freelance Register</i> entries (A–Z)	1–39
Directory	40
Index	41

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PO Box 176, Carlton South VIC 3053

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Coordinated by L. Elaine Miller and

Helen Bethune Moore

Indexed by Kath Harper

Typeset by Lan Wang, Woven Words

# To the client

## Engaging a freelance editor

The following suggestions may be useful for people or organisations who are thinking of using a freelance editor for the first time.

### Be clear about what you want the editor to do

For example, do you want the editor to assess the document and report on what work it needs, to edit it on disk or on hard copy, to proofread against original copy, to 'read it for sense' at page proof stage, or to take full responsibility for all stages? At what stage will the editor be starting work on the project: will the editor be working with you and/or the author to develop and structure the ideas and arguments, or will he or she simply be copy editing? Ideally the tasks should be listed in a written brief. If you're not sure, discuss the project with an editor. Not all editors offer all these services.

You also need to be clear about accountability. Does someone in your organisation need to approve editorial changes (and if so, at what stages?), or does the editor have a relatively free hand?

### An agreement is a contract

The importance of having a written agreement with any independent contractor cannot be overstated. The tasks, your deadlines, the agreed fees and the dates by which they will be paid, and the ways in which contingencies will be dealt with should be spelt out clearly at the start. The editor may have a standard contract that he or she presents to clients, whose terms you will need to read carefully to ensure that your organisation complies. Most terms can be negotiated between the parties; for example, if the editor has agreed to non-standard tasks for an additional fee, this can be added to the contract. When an editor returns a satisfactory job by the agreed deadline, you should ensure that he or she is paid promptly.

### You get what you pay for

Once the editor has seen and assessed the document to be edited, he or she may provide you with an editorial review and a summary of your instructions as understood, as well as a quotation.

An editor will only be able to provide an accurate quote once he or she has had a chance to peruse the manuscript or document.

It pays to confirm with the editor whether the quotation is a firm quote or an estimate only. Extra charges may be incurred if there are late changes to the brief.

While some editors do base their quotations on how much they consider their time to be worth, it is unreasonable to ask what someone's 'hourly rate' is. Moreover, an experienced professional may be able to do a job to your satisfaction in much less time than it would take someone just starting out, but still charge considerably more for the work. Indeed, some charge more for quick turnaround time. In other words, the number of hours spent may bear little relation to the quality of work that you're getting for your money. This reinforces the importance of a clear brief, and confirmation from the editor as to what he or she will be doing for you.

While budgets are often determined long before it is time to contact an editor, be aware that those doing professional work of a high standard will charge accordingly. They have specialised skills and knowledge, and the ability to use these skills to accomplish the client's goals. Companies that care about the quality of their product do not try to save some money by keeping editorial budgets at the levels of five or ten years ago.

# About the Register

[www.socedvic.org](http://www.socedvic.org)

The *Freelance Register* is produced annually by the Society of Editors (Victoria) Inc. for distribution free of charge to book publishers and other businesses, government bodies and non-profit organisations.

The range of skills offered by the editors in the *Register* is broad: it encompasses copy editing, developmental and structural editing, proofreading, writing, desktop publishing, editing of electronic media, and full project management.

The *Register* is compiled from information supplied by freelance editors. The information is current at the time of publication. To be listed in the *Register*, editors are required to be full financial members of the Society of Editors (Victoria). Inclusion in the *Register* should not be regarded as accreditation or endorsement by the Society.

The development of a professional accreditation scheme was undertaken by the Council of Australian Societies of Editors (CASE), now known as the Institute of Professional Editors (IPEd) and operating as that body's interim council pending its formal constitution and registration. The proposed scheme involved three years of research and consultation, and was approved by an overwhelming majority of the members of the various societies nationally. A national accreditation board is examining its implementation. You can read more about accreditation at [www.iped-editors.org](http://www.iped-editors.org).

The Freelance Quickfind on pages iv-v is a table of contents in which editors' names are cross-referenced with their business names.

A Directory listing the current committee members of the Society of Editors (Victoria) and giving contact details for societies of editors in other states is included on page 40.

Another useful feature of the *Register* is the Index, which begins on page 41 and allows the client to find an editor based on services provided and areas of expertise.

Enquiries and/or feedback about the *Register* can be directed to the Freelance Affairs Officer, whose contact details can be found on the Society of Editors website.

# Freelance Quickfind

Agile & Associates (David Crofts)	1b	Dittebrandt, Hazel	10c	In Other Words (Wendy Owen)	26a
Agile & Associates (Natalia Thompson)	1a	DocuScope (Marcia Bascombe)	3a	Ink Sling (Jo Stubbings)	34c
Andersen, Helen (Style Matters)	1c	Dower, Glen (The NightWriter)	25a	Jacobs, Margaret (well cut words)	37c
Anderson, Jan (Jan Anderson Publishing Services)	2a	Doyle, Deb (Editorial Training Services; Living Proof—Book Editing; Draw On)	11a	James, Brigid (Writers Reign)	39b
Andrew, Rod (excellently expressed)	12b	Draw On (Deb Doyle)	11a	Jan Anderson Publishing Services	2a
Jane Angus (Writers Reign)	39b	Editing Services Australia Pty Ltd (Kim Lockwood)	11b	Katsabanis, Maria (Text Matters)	35c
Ashton, David (Ashton Writing and Editing)	2b	Editing Works Pty Ltd (Anne Findlay)	13c	Kruss, Susan	19c
Ashton Writing and Editing (David Ashton)	2b	Editorial Training Services (Deb Doyle)	11a	Langley Editing (Robert Leydon)	21a
Barta, Brigitte	2c	Edi'towreeul (Averil Lewis)	20c	Learner, Ruth	20a
Bascombe, Marcia (DocuScope)	3a	Edmond, Roz	11c	Leslie, Carolyn	20b
Berry, Tony (Words & Features)	3b	Edmonds, Cathy	12a	Lewis, Averil (Edi'towreeul)	20c
Biotext (Eve Merton)	3c	EJL-EDITING (Estelle J. Longfield)	21c	Leydon, Robert (Langley Editing)	21a
Biram, Kerry	4a	excellently expressed (Rod Andrew)	12b	Lisa Prager Corporate Communications (Lisa Prager)	28b
Blaiklock, Bronwyn	4b	Faulkner, Rodrick	12c	Living Proof—Book Editing (Deb Doyle)	11a
Bowler, Marilyn A. (Marilyn Bowler & Associates)	4c	Fern, Anna	13a	Lockwood, Brett (Word Bytes)	21b
Brooks, Emma (Finding the Words)	13a	Finding the Words (Emma Brooks)	13b	Lockwood, Kim (Editing Services Australia Pty Ltd)	11b
Brown, Diane	5a	Findlay, Anne (Editing Works Pty Ltd)	13c	Longfield, Estelle J. (EJL-EDITING)	21c
Bryan, Philip	5b	Fitzpatrick, Jane	14a	Luton, Frith	22a
Butler, Meredith	5c	Fulcher, Gillian	14b	McGregor, Richard	22b
Caddick, Alison (Sans Serif Editing and Publishing)	32a	Game, Cathryn	14c	Mackenzie, Janet (Superscript Editing)	22c
Campbell, Janet	6a	Geeves, Tony (Headspring Pty Ltd)	15a	McNab, Nan	23a
Candy, Deborah	6b	Gillespie & Cochrane Pty Ltd (Elaine Cochrane)	7b	Magree, Catherine	23b
Caruso, Edward	6c	Gillespie & Cochrane Pty Ltd (Bruce Gillespie)	15b	Manly, Michelle	23c
Claridge, Joy	7a	Gillespie, Bruce (Gillespie & Cochrane Pty Ltd)	15b	Marilyn Bowler & Associates (Marilyn Bowler)	4c
Cochrane, Elaine (Gillespie & Cochrane Pty Ltd)	7b	Gladkoff, Michael (Word Nerds)	38b	Merton, Eve (Biotext)	3c
Collings, Pam (Teddybear Books)	7c	Glascodine, Carolyn	15c	Michael Hanrahan Publishing Services (Michael Hanrahan)	17c
Collins, Helen (Wordsense)	39a	Gliddon, Barbara	16a	Miller, L. Elaine (Otmar Miller Consultancy Pty Ltd)	25c
Conning, Neil (Neil Conning & Associates)	8a	Grant, Pete (TechWrite Solutions (Vic) Pty Ltd)	35b	Mills, Nancy (Millwright Context Pty Ltd)	24a
Crofts, David (Agile & Associates)	1b	Green, Sally	16b	Millwright Context Pty Ltd (Nancy Mills)	24a
Costanzo, Adrienne	8b	Grigor, Alan	16c	Moore, Bette	24b
Coverdale, Amanda	8c	Hamilton, Brenda	17a	Moore, Helen Bethune	24c
Cuskelly, Maryrose	9a	Hancock, Bridh	17b	Morris, Carla (Sharp Pencils Editorial Services)	32c
Davidoff, Nadine	9b	Hanrahan, Michael (Michael Hanrahan Publishing Services)	17c	Neil Conning & Associates (Neil Conning)	8a
De Baets, Ingrid	9c	Harper, Kath (Wordsharper Publishing Services)	18a	NightWriter, The (Glen Dower)	25a
De Boos Editing & Education Services (Christine A. De Boos & Karen Dispo-De Boos)	10a	Harvey, Sue	18b	O'Rourke, Mary-Jo	25b
De Boos, Christine A. (De Boos Editing & Education Services)	10a	Headspring Pty Ltd (Tony Geeves)	15a	Otmar Miller Consultancy Pty Ltd (Renée Otmar & L. Elaine Miller)	25c
Deerson, Peter	10b	Holden, Margot (Words Without Waste)	18c	Otmar, Renée (Otmar Miller Consultancy Pty Ltd)	25c
Dispo-De Boos, Karen (De Boos Editing & Education Services)	10a	Houen, Charles E. (Houen Editorial Services)	19a	Owen, Wendy (In Other Words)	26a
		Houen Editorial Services (Charles E. Houen)	19a	Paxton, Sally	26b
		Hughes, Kellie (HyperText Publishing)	19b	Pearce, Carole	26c
		HyperText Publishing (Kellie Hughes)	19b	Peter, John M.	27a

Philpott, Ann M.	27b	well cut words (Margaret Jacobs)	37c
Pike, Carolyn	27c	Woollett, Sally	38a
Poupa, Petra	28a	Word Bytes (Brett Lockwood)	21b
Prager, Lisa (Lisa Prager Corporate Communications)	28b	Word Nerds (Michael Gladkoff)	38b
ProTour Sport Management Pty Ltd (Wendy Skilbeck)	33c	Word Perfect Proofreading and Editing (Julie Stafford)	38c
Quillpower PR Publishing (Christina Crossley Ratcliffe)	28c	Words & Features (Tony Berry)	3b
Rainer, Tony (Tony & Valina Rainer Sound Words)	29a	Wordsense (Helen Collins)	39a
Rainer, Valina (Tony & Valina Rainer Sound Words)	29b	Wordsharper Publishing Services (Kath Harper)	18a
Ratcliffe, Christina Crossley (Quillpower PR Publishing)	28c	Wordshop (Ian Sibley)	33a
Recht, Eve	29c	Words Without Waste (Margot Holden)	18c
Red Pony Pty Ltd (Peter D. Riches)	30a	Writers Reign (Jane Angus & Brigid James)	39b
Riches, Peter D. (Red Pony Pty Ltd)	30a	Zen, Bernadette	39c
Roche, Stephen	30b		
Roseby, Charlotte (Running Postman writing and editing)	30c		
Running Postman writing and editing (Charlotte Roseby)	30c		
Russ, Peter	31a		
Ruth Siems Editorial Services (Ruth Siems)	33b		
Sadler, Nonie	31b		
Saker, Janet	31c		
Sans Serif Editing and Publishing (Alison Caddick)	32a		
ScienceWords (Marta Veroni)	36c		
Scott, Rosie	32b		
Sharp Pencils Editorial Services (Carla Morris)	32c		
Sibley, Ian (Wordshop)	33a		
Siems, Ruth (Ruth Siems Editorial Services)	33b		
Skilbeck, Wendy (ProTour Sport Management Pty Ltd)	33c		
Somerset, Venetia	34a		
Stafford, Julie (Word Perfect Proofreading and Editing)	38c		
Steele, Liz	34b		
Stubbings, Jo (Ink Sling)	34c		
Style Matters (Helen Andersen)	1c		
Superscript Editing (Janet Mackenzie)	22c		
Taines, Carla	35a		
TechWrite Solutions (Vic) Pty Ltd (Pete Grant)	35b		
Teddybear Books (Pam Collings)	7c		
Text Matters (Maria Katsabanis)	35c		
Thompson, Natalia (Agile & Associates)	1a		
Tony & Valina Rainer Sound Words (Tony & Valina Rainer)	29b		
Trudgeon, Margaret	36a		
Turpin, Mignon	36b		
Veroni, Marta (ScienceWords)	36c		
Wade, Frances	37a		
Waite, Dianne	37b		

# Agile & Associates

## Natalia Thompson

PO Box 158, Ascot Vale VIC 3032

Phone 03 9346 7382

Mobile 0417 547 669

Fax 03 9332 4292

E-mail [nthompson@agileas.com.au](mailto:nthompson@agileas.com.au)

Web [www.agileas.com.au](http://www.agileas.com.au)

ABN 82 966 211 702

Research, writing, structural and substantive editing, proofreading, project management, online publications, indexing.

**In-house** Journalist for News Ltd, 1991–97. Communications manager in the government and corporate sectors, 1997–2002.

**Freelance** Since 2002. Clients include the Australian and Victorian governments, City of Melbourne and corporate businesses such as John Holland Construction and Ascott International.

### EXAMPLES OF WORK

**Research** Interviewing people from diverse backgrounds to develop case studies, newsletters and other materials highlighting outcomes of various Australian and Victorian government policies and programs.

**Editing** High profile government publications such as *State of the Parks*, *Adapting to Climate Change*, the *Melbourne Atlas* and *The Future Labour Market and Qualifications in Australia*. Business tenders and award submissions. Annual reports for organisations such as Sustainability Victoria and national Office of Gene Technology.

**Writing** Speeches and media materials for government ministers and senior executives. Marketing and communications materials for local and international government campaigns. *Koori Justice* newsletter (Victorian Government). Script for onboard commentary of the City of Melbourne Tourist Shuttle Bus.

### QUALIFICATIONS

BA (Politics/History), DipEd (Humanities), Latrobe University, Dip of Business Leadership, Monash School of Business.

 Windows XP

# Agile & Associates

## David Crofts

207 Anderson Street, Yarraville VIC 3012

Phone 03 9332 2427

Mobile 0411 800 313

Fax 03 9332 4292

E-mail [dcrofts@agileas.com.au](mailto:dcrofts@agileas.com.au)

Web [www.agileas.com.au](http://www.agileas.com.au)

ABN 82 966 211 702

Research, writing, structural and substantive editing, proofreading, project management, online publications, indexing.

**In-house** Journalist for News Ltd 1991–95. Marketing manager for Regional Arts Victoria 1995–98.

**Freelance** Since 1998. Clients include *The Age* and *Herald Sun*, Victorian and Australian governments, City of Melbourne, John Holland Construction. Theatre reviewer for *The Melbourne Times*, 1998–2006.

### EXAMPLES OF WORK

**Research** Interviewing people from diverse backgrounds to develop case studies, newsletters and other materials highlighting outcomes of various Australian and Victorian government policies and programs.

**Editing** High-profile government publications such as *State of the Parks*, *Water for Growth* and the *Victorian Regional Atlas*. Tenders and award submissions for John Holland Construction. Annual reports for the Office of the Commissioner for the Environment (Victoria) and Urban Development Program (Victorian Government).

**Writing** Speeches and media materials for government ministers and senior executives. Marketing and communications materials for local and international government campaigns. *Koori Justice* newsletter (Victorian Government). City of Melbourne Tourism Plan. *Trading Places*, a book and exhibition highlighting stories of Dandenong traders (City of Dandenong).

### QUALIFICATIONS

BA (Theatre/Visual Arts).

 Windows XP

# Helen Andersen

## Style Matters

PO Box 321, Greensborough VIC 3088

Phone 03 9438 3161

Fax 03 9438 3161

E-mail [andersenh@netspace.net.au](mailto:andersenh@netspace.net.au)

ABN 19 440 103 064

Book and journal editing, desktop publishing, project management, online publications, one-stop-shop publishing (including graphic design and printing services).

**In-house** Victorian Commercial Teachers Association, 1989–90. Business studies teacher for nine years.

**Freelance** Seventeen years full-time, 1991–2007.

### EXAMPLES OF WORK

**Editing** *Qualitative Research Journal* (Association for Qualitative Research). *Guide to Injury Compensation in Victoria* (Law Printer). *Evaluation Journal of Australasia* (Australasian Evaluation Society). *Kraft Leitchville* staff booklet (Kraft Foods). School report templates (Penola College).

**Editing/page layout/design and printing co-ordination** *Compak* journal (Victorian Commercial Teachers Association).

**Page layout** *Information Problems 1* and *2* (Macmillan). *Waste Not, Want Not; Learning to be Waste Wise* (EcoRecycle).

**Writing** Co-author of *IT @ Work; Information Technology Teacher CD-ROM; Macquarie Study Guide: Information Processing and Management* (Macmillan). Contribution to *Design in Schools*: support material for the Victorian Essential Learning Standards (VCAA).

### AREAS OF INTEREST

IT and business education, investment, politics, current affairs, travel, tennis.

### QUALIFICATIONS

BEd, DipEd, La Trobe University. GradDipSecStudsEduc, Deakin University.

 Windows, Macintosh  
 MS Office 2003/2004, InDesign 4, Photoshop 9, Acrobat 7

# Jan Anderson Publishing Services

## Jan Anderson

39 King Street, East Ivanhoe VIC 3079

Phone 03 9497 3544

Mobile 0419 327 367

Fax 03 9497 2475

E-mail marzipan@bigpond.net.au

ABN 58 601 108 262

Copy and content editing (book manuscripts, online publications and corporate documents), writing (including advertising material), proofreading.

**Freelance** Twenty years working for a variety of clients ranging from Mobil, Vision Systems, University of Melbourne and Alzheimer's Australia, to Thomson Learning Australia, UWA Press and Curriculum Corporation.

### EXAMPLES OF WORK

**Editing** Curriculum documents and tests for Curriculum Corporation; online website text (arts content) for The Le@rning Federation; *What A Day for Grandad* (Alzheimer's Australia); *Corporate Elders*, *Harvest of the Suburbs* and *Geriatric Medicine* (UWA Press).

**Writing** **Publicity material:** online text for The Chimney restaurant, Trentham. **Primary school literacy schemes:** author of more than 35 primary books, e.g. Non-fiction: *Eating Out*, *Adventure Biology*; Fiction: *The Berry Cake*, *Spinning Tops* (Thomson Learning Australia/Jackie Tidey Publications).

### AREAS OF EXPERTISE AND INTEREST

Editing educational (particularly primary level), technical and the arts (book) manuscripts; corporate documents of all kinds; flyers and other publicity material. I also enjoy writing advertising text for small to medium size businesses.

### QUALIFICATIONS

BSc (Hons) (Chemistry), MSc, University of Sydney.

 Windows XP

# David Ashton

## Ashton Writing and Editing

34 Radnor Street, Camberwell VIC 3124

Phone 03 9889 2568

Mobile 0419 894 340

Fax 03 9889 2568

E-mail ashtonwriting@bigpond.com

ABN 69 682 163 688

Writing, editing, proofreading, speech writing, media releases, project management, research.

**In-house** Public Relations Officer at Australian Safeway and Nylex Corporation, 1970s. Manager, Publications at National Australia Bank, 1978–96. Manager, Communications at the City of Boroondara, 1996–99. Campaign Projects Officer (part-time), City of Boroondara, January 2000–August 2001.

**Freelance** Casual media release writer, editor of community newspaper and speech writer, Wyndham, Brimbank, Darebin, Bayside, Whitehorse, Yarra Ranges and Frankston City Councils. Regular writer for Scotch College magazine, *Great Scot*.

### EXAMPLES OF WORK

Edited/wrote articles for NAB's Monthly Summary (financial/economics journal); edited NAB's Decisions business magazine; edited/proofread other NAB publications. Set up and managed the City of Boroondara's PR department; wrote speeches for four mayors of the city; edited/proofread the city's annual report and corporate plan.

### AREAS OF INTEREST

Business communication, local government, finance, sport, annual reports.

### QUALIFICATIONS

BA (English/History), University of Melbourne. Three Gold Quill awards, International Association of Business Communicators (USA) for *Decisions* magazine. Many awards from the Society of Business Communicators. Life membership, Society of Business Communicators.

 Windows  
 Word, Publisher 02, Outlook Express 95, Lotus Notes

# Brigitte Barta

6/15 Crimea Street, St Kilda VIC 3182

Phone 03 9521 1285

Mobile 0439 981 970

E-mail brigitteb@iprimus.com.au

ABN 15 885 617 588

Copy editing, structural editing, proofreading, non-fiction and feature writing, web content, software development, copy-writing, project management, production management.

**In-house** Eight years at Lonely Planet (1994–2002), as Editor (Melbourne), Senior Editor, Digital Content Manager, Digital Production Manager, Content Management Strategist (all in San Francisco).

**Freelance** Since 2002. Clients include Lonely Planet, *Curve*, Parenting Research Centre, *The Age*.

### EXAMPLES OF WORK

**Editing and proofreading** Countless travel guides and trade and reference titles for Lonely Planet. *Raising Children Network* website. Consulting editor for *Curve* magazine.

**Writing** **Books and magazines:** *Travel with Children*; *Going Bush*; *Blue List*; *Chile*; *Greece*; *Greek Islands*; *San Francisco* (Lonely Planet). Design-related articles for *Curve*. Reviews and features for *The Age Cheap Eats* and *Good Weekend* magazine. **Websites:** Raising Children Network <www.raisingchildren.net.au>. Hilton Hotels <www2.hilton.co.uk>. Lonely Planet <www.lonelyplanet.com>. **Palm Pilot software:** CitySync (Lonely Planet).

### AREAS OF EXPERTISE

Structural editing, rewriting, digital publishing.

### AREAS OF INTEREST

Travel, food, design, parenting, gardening, fiction.

### QUALIFICATIONS

BA (Media Studies), RMIT. GradDipEdPub, RMIT.

 Windows XP  
 Office 2003, Access, Project, FileMaker Pro, Quark Xpress, InDesign, Acrobat, Palm OS, FTP

# Marcia Bascombe

## DocuScope

PO Box 5106, Cheltenham East VIC 3192  
Mobile 0417 627 243  
Fax 03 9584 4829  
E-mail info@docuscope.com.au  
ABN 50 734 514 206

Range of editorial services for printed and electronic products, including structural and copy editing (disk or hard copy), proofreading, technical writing, translation management, website copy writing and editing, online help authoring.

**In-house/Freelance** Since 1991. Documentation manager, technical writer, editor for various Australian businesses, websites and educational publishers.

### EXAMPLES OF WORK

**Writing and project management** Various Australian trade, business and telecommunications publications. Content management (realestate.com.au).

**Editing** *Essential Software Development; Exploring Information and Software Technology; Practice IT 2004—Years 7 & 8 and Years 9 & 10; Essential Advanced and Essential Standard General Mathematics Solutions Supplements; Essential Software Development* teacher website content; *Checkpoints* series: various titles (CUP). *Biology Student Workbook 2* (Harcourt). Various trial exam papers in science and humanities (Insight).

**Electronic products** *eLearning 8 and 9 CD-ROMs; Science 9 Teacher's Resource and Assessment Disk* (Harcourt). *Essential Advanced and Essential Standard General Mathematics Teacher CD-ROMs; Essential Mathematics VELS Year 9 and Year 10 Teacher CD-ROMs; Economics Teacher CD-ROM* (CUP).

### AREAS OF INTEREST

Sciences, mathematics, medicine and allied health, humanities, software, IT.

### QUALIFICATIONS

BAppSc (Tech. Writing & Biology), Deakin University. DipAppSc (Radiotherapy) RMIT.

 Windows 2000, Macintosh OS X

# Tony Berry

## Words & Features

PO Box 709, Richmond VIC 3121  
Phone 03 9429 6978                      Mobile 0401 578 098  
E-mail tonybee@ozemail.com.au  
Web www.yarraboy.com                ABN 49 972 045 648

Copy editing, proofreading (on-screen and hard copy), rewriting documents, reports, press releases, promotional material, speeches, feature articles.

**In-house** Editor trade, technical, consumer journals, magazines, newspapers. Check sub-editor, chief sub-editor metropolitan daily newspapers. Feature writer, journalist trade, technical and consumer publications.

**Freelance** Contributor and editing on metropolitan dailies, consumer magazines and trade journals.

### EXAMPLES OF WORK

**Editing** Trade journals *Travelweek, Hospitality, Fashionweek*. Sub-editor, proofreader *Insurance Broker Journal*. Contributor *Shell Guide to Europe, Fodor Guide to Australia*. Travel editor *The Age, Adelaide Advertiser, Sunday Observer*. Editor-in-chief *Australasian Post*. Editor *Signature* magazine (for Diners Club). Editing, proofreading technical presentations for industrial, manufacturing concerns and City of Kingston. Editing *Encore* for Melbourne Symphony.

**Writing** 40 years staff/freelance with trade, technical, consumer press; PR consultant writing press releases, company reports, presentations.

### AREAS OF EXPERTISE

Tourism, hospitality industry, local government, food service, insurance, arts.

### AREAS OF INTEREST



Arts, theatre, music, tourism, food service, health & fitness, sport.

### QUALIFICATIONS

GCE Advanced (UK), Courting the Law certificate, in-house journalism skills courses. BA Deakin University (in progress). CAE computer and professional editing courses.

### MEMBER

MEAA; past secretary/committee member Australian Society Travel Writers. Australian Society of Authors.

 Windows XP  
 InDesign, MS Word, Office

# Biotext

## Eve Merton

Unit 228, 55 Flemington Road, North Melbourne VIC 3051  
Phone 03 9329 4150                      Mobile 0406 375 749  
Fax 03 9329 8245  
E-mail eve.merton@biotext.com.au  
Web www.biotext.com.au  
ABN 17 088 074 846

Biotext offers a full range of scientific writing and editing services, from evaluation of scientific data, and planning and writing articles or reports, to copy editing, proofreading and indexing.

**In-house** Biotext is a small business with eight staff based in Canberra, Brisbane and Melbourne. Eve joined the company in 2006. She worked for Blackwell Publishing Asia from 2000–02.

**Freelance** Report writer, British Association for the Advancement of Science, 2003–04. Writer and editor, Biotext, 2004–06.

### EXAMPLES OF WORK

Over the past 15 years Biotext has written or edited numerous publications for government departments and agencies, academic institutions and nongovernment organisations (see www.biotext.com.au).

### QUALIFICATIONS

BSc (Hons) (genetics), LaTrobe University. MA (Communication Studies), RMIT. Doctoral Candidate (Science Communication), Dublin City University, Ireland.

### AREAS OF EXPERTISE

Medical and biological sciences (particularly health, agriculture and the environment).

### AREAS OF INTEREST

Evidence-based medicine, risk analysis, health ethics, public consultation/dialogue on emerging technologies.

### MEMBER

Australian Science Communicators

 Windows XP  
 MS office (Word, Excel, Access, Outlook), FrameMaker



## Kerry Biram

6 Park Drive, Clifton Hill VIC 3068

Phone 03 9481 3993 Mobile 0438 195 037

Fax 03 9481 3993

E-mail kerry.biram@bigpond.com

ABN 78 056 823 786

Copy editing, indexing, proofreading.

**In-house** Senior Editor, Adult Publishing, Penguin Books, 1995–96.

**Freelance** Twenty-eight years working with trade, educational, academic and corporate clients including Melbourne University Publishing, Blackwell, ACER, NGV.

### EXAMPLES OF WORK

**Editing** On-screen editing of academic journals, general adult non-fiction such as biography, health-related, education.

**Proofreading** Many ACER tests; corporate publications; general non-fiction.

**Indexing** Indexing for MUP since 1994 of much non-fiction including *From Traveller to Traitor*, *Sheep and the Australian Cinema*; *My Israel Question*. Indexes for other publishers include: *Paper Empires* (vol. 3 of History of the Book in Australia, UQP, 2006); *Body Culture: Max Dupain, Photography and Australian Culture 1919–1939* (NGV & Peleus Press, 2004); *Boundary Writing* (University of Hawai'i Press, 2006).

### AREAS OF EXPERTISE

Copy editing on-screen; indexing; bibliographies; academic journals.

### AREAS OF INTEREST

Non-fiction and reference material over a wide variety of humanities subjects with a bias towards academic and scholarly texts. French language and culture.

### QUALIFICATIONS

Registered Indexer, Australian Society of Indexers, May 1984.

### MEMBER

Australian Society of Indexers.

 Macintosh  
 Word 2004 for Macintosh, Cindex

## Bronwyn Blaiklock

PO Box 658, Ballarat VIC 3353

Mobile 0412 939 077

Email bablaik@senet.com.au ABN 50 061 452 492

Writing, copy and content editing, proofreading, project management, online and desktop publishing.

**In-house** Transition/Learning Skills Officer, University of Ballarat, 2006. Acting Manager, Marketing Communications, Charles Sturt University (CSU) 2004–05. Editor, Marketing Communications, CSU 2003–05.

**Freelance** Since 2002. Writing, editing and proofreading print and website copy and in-house publications, including corporate documents for the higher education sector. Writing and editing publicity material (fliers, handouts, newsletters) for small businesses. Subject areas include the arts and higher education.

### EXAMPLES OF WORK

**Editing/proofreading** Annual reports, handbooks, educational material, corporate publications and policy documents for higher education sector.

**Writing/editing/design** Bi-monthly newsletter of Ballarat Writers Inc. (2007); quarterly newsletter of the Riverina Conservatorium of Music Inc. (2004–2005); other marketing material including posters, fliers, CD covers and inserts.

**Writing/researching** Materials associated with higher education; series of program notes; press releases for classical music performances.

### AREAS OF EXPERTISE

Education, the arts, classical music including musical notation, learning materials, German culture and language, poetry and prose, business and corporate communication.

### QUALIFICATIONS

BMus (Hons) (Performance), BA, University of Adelaide, web writing short courses.

### MEMBER

Ballarat Writers Inc. (Newsletter Editor), Victorian Writers' Centre, South Australian Writers' Centre.

 Windows  
 MS Word, Office, Adobe Creative Suite including InDesign and Photoshop

## Marilyn A. Bowler

### Marilyn Bowler & Associates

24 Graham Street, Pascoe Vale South VIC 3044

Phone 03 9383 2307 Mobile 0417 391 527

E-mail marona@bigpond.net.au

ABN 31 867 706 136

Copy editing (disk and hard copy), proofreading, and writing of educational and training materials, website content, annual reports, newsletters and brochures, project management of educational materials production.

**In-house** Project Officer, Curriculum Corporation, 2001. Education Officer, City of Boroondara, 1998–2001. Senior Education Officer and Head, Community Programs, VicRoads, 1986–1991.

**Freelance** Since 2001. Clients include Malka Natural Skin Care, Curriculum Corporation, VicRoads, Victoria University, McPherson's Printing, Scotch College, Best's Wines, Dojo Design, Aquarian Marketing Group.

### EXAMPLES OF WORK

**Editing, writing and proofreading trade newsletters** *Malka Enews*. Best's *Grapevine News* (Best's Wines). *Impression* (McPherson's Printing).

**Editing, proofreading, writing and project management** *Looking after our mates* (VicRoads). *Discovering Democracy* website (Curriculum Corporation). Local government curriculum units (City of Boroondara).

### QUALIFICATIONS

BA, DipEd, Monash University.

### AREAS OF EXPERTISE

Education, wine, non-fiction.

### MEMBER

Australian Society of Authors, Victorian Writers' Centre.

 Windows  
 MS Office 2003 (Word, PowerPoint, Publisher)

## Diane Brown

110 Meander Road, Hurstbridge VIC 3099  
Phone 03 9718 1358  
E-mail dianeb@netspace.net.au  
ABN 92 336 489 595

Copy editing (hard copy and on-screen), structural editing, proofreading, research.

**In-house** Publisher, Tantrum Press, 1987–94.

**Freelance** Since 1996. Clients include Indra Publishing, Haddington Press, Geoff Slattery Publishing and Monash, Melbourne, Deakin, Victoria, La Trobe and Swinburne universities.

### EXAMPLES OF WORK

**Editing and proofreading** **Non-fiction:** *Biscuits and Beyond*, *Jack Brockhoff and his Foundation* (Brockhoff Foundation/Haddington); *Humanity's Mirror: 150 Years of Anatomy in Melbourne* (University of Melbourne/Haddington); *The Medical History Society of Victoria, 1953–2006* (MHSV/Haddington).  
**Scholarly:** *Girls' Violence: Myths and Realities* (SUNY Press). *Scholasticism in the Fifteenth Century: A History* (Kluwer). *Theorising the Angura Space: Avant-garde Performance and Politics in Japan* (Brill). **Art history:** *Peril in the Square: The Sculpture that Challenged a City* (Indra). Higher degree theses, including footnotes and references.

**Research and writing** **PhD:** *Publishing Culture: Commissioning Books in Australia, 1970–2000*. **Books:** Case studies in *Paper Empires: A History of the Book in Australia, 1946–2005* (UQP); *Making Books: Contemporary Australian Publishing* (UQP).

### AREAS OF INTEREST/EXPERTISE

History, publishing studies, humanities, feminism.

### QUALIFICATIONS

PhD (Arts), Victoria University. GradDip (Editing and Publishing), Monash University.

 Windows  
 MS Office 2003/XP

## Philip Bryan

GPO Box 943, Melbourne VIC 3001  
Phone 03 9687 9621  
Fax 03 9687 9621  
E-mail fillip@zipworld.com.au ABN 49 985 127 127

Project management; copy editing and structural editing; liaising with authors, designers and illustrators; versioning and translation projects.

**In-house** Barrie Publishing, 2000. Rigby, 1997–99. Mimosa Publications, 1992–96. Taught at secondary schools for ten years (English, history, PDHPE).

**Freelance** Eight years. Clients include Rigby, Thomson, Pearson Education, Heinemann, Mimosa, ICE–EM.

### EXAMPLES OF WORK

**Project management** *Rigby Maths P–6* (Rigby). *Creciendo con matemáticas P–4* (Mimosa Publications).

**Editing** *Plumbing NVQ Level 2 CD-ROM; HI Tech Metal; HI Tech Wood Projects* (Heinemann). *Writing Resource Book; Speaking and Listening Resource Book; Earth and Beyond* and *Physical Phenomena* anthologies (Rigby). *Jumbo Dice Literacy* (Mimosa). *Inquisitive Maths for New South Wales K–2A* (Pearson). *Nelson Maths for Victoria* Grades 3 and 4 (Thomson). *Maths Tracks 3A and 3B; Diving into Maths 4A and 4B* (Rigby). *ICE–EM Mathematics 1A, 2A, 2B* (ICE–EM).

### AREAS OF EXPERTISE

Project management, illustrated books, literacy, primary mathematics, children's non-fiction.

### AREAS OF INTEREST

Crime fiction, science fiction, children's literature, yoga, do-it-yourself, woodwork, house renovation, natural therapies, cycling, motorcycling.

### QUALIFICATIONS

AssocDipArts (ProfWritEd), RMIT. DipEd, Rusden. Society of Editors training courses.

### MEMBER

Australian Society of Authors

 Macintosh  
 Word 2004

## Meredith Butler

PO Box 12, Heidelberg West VIC 3081  
Phone 03 9499 2776 Mobile 0412 806 672  
Fax 03 9499 2753  
E-mail mebutler@tpg.com.au  
ABN 30 184 464 543

Structural and copy editing (on-screen/hard copy), proofreading, writing, website/multimedia content.

**In-house** Editor, Better Health Channel (Government health website), 2006–07. Publications Editor, Turning Point AOD Centre, 2002–05.

**Freelance** Eleven years. Clients include Curriculum Corporation, St Vincent's Hospital, Victorian Government departments (various), Kangan Batman TAFE.

### EXAMPLES OF WORK

**Editing/proofreading** *National Psychostimulants Response Project* (CD/print). *Victorian Local Services Directory* (DHS). *AOD Flexible Learning Program* (online competency-based learning materials). *Clinical Treatment Guidelines for AOD Clinicians* series. *Victorian Alcohol Statistics Handbook* (vols 3–6). *Getting Through Withdrawal* (self-help guides). Industry training/learning materials. Annual reports, technical reports, articles, catalogues.

**Writing/editing** *Of Substance* magazine, *National Drug Diversion Communications Project*. Brochures, online content, articles, media releases, communication materials.

### AREAS OF EXPERTISE

Online/multimedia content, education/training materials, plain English communication.

### AREAS OF INTEREST

Community/public health, AOD issues, social sciences, industrial relations, environmental/social issues, alternative media.

### QUALIFICATIONS

BSSc, La Trobe. DipArts(ProfWritEd), RMIT.

 Windows Office XP  
 InDesign 4, Acrobat 7

## Janet Campbell

187 The Esplanade, Indented Head VIC 3223

Phone 03 5259 3077

Mobile 0407 347 403

E-mail janmars@bigpond.net.au

ABN 13 132 124 432

### So words never fail you.

Copy and structural editing, proofreading, writing for small business, community and education sectors.

**In-house** Editor, publisher of independent, niche-market monthly magazine, five years.

**Freelance** Seven years. Clients include Women's Health Victoria, Hobsons Bay City Council, Success Works PL, Deakin University, Buoyancy Foundation, small businesses.

### EXAMPLES OF WORK

**Editing** Learning materials, annual reports, policy documents, social policy research, press releases, publicity and promotional material.

**Writing** Teaching and learning materials, press releases, bulletins, newsletters, brochure information. Features and opinion pieces on education, youth, parenting, sustainable gardening. Children's travel guides. Co-author of schools' guide to combating sexual harassment.

### AREAS OF EXPERTISE

Education (including VET), employability skills, retail industry sector, health, sustainable vegetable gardening, workplace training and assessment.

### QUALIFICATIONS

BSc, DipEd, Cert IV Assessment and Workplace Training, Cert III Aged Care, Cert IV Small Business Management, Cert II Security and Crowd Control.



Windows XP  
Word 2002

## Deborah Candy

125 Lum Road, Wheelers Hill VIC 3150

Phone 03 9561 7997

Mobile 0419 549 429

E-mail dcandy1@bigpond.net.au

ABN 18 389 558 304

Research, localisation and adaptation, copy editing, on-screen editing, proofreading and blurb writing, annual reports, project management.

**In-house** Full-time at VicRoads (Country Roads Board (CRB)), 1979–85: brochures, staff and corporate magazines, annual reports.

**Freelance** Since 1989. Clients include *Reader's Digest* Australian and Asian magazines and general books, and Websters International Publishers (UK). Publishing consultant (2005) National Print Laboratory publication 'Design for Print'.

### EXAMPLES OF WORK

**Writing/editing/design** VicRoads (CRB) publications.

**Researching/writing/adapting/proofreading** *Reader's Digest* articles and publicity material.

**Localising/researching/adapting** Microsoft *Money* software 2002, 2003, 2004 using LocStudio localisation software, working online, remote from host terminal server.

**Researching/writing** Quizzes for *Reader's Digest* and *Australian Tennis Magazine*.

### AREAS OF EXPERTISE

Localisation, adaptation, research.

### AREAS OF INTEREST

Sports, quizzes, etymology.

### QUALIFICATIONS

MA Publishing and Editing, Monash University.



Windows  
Office, LocStudio

## Edward Caruso

7/56 James Street, Northcote VIC 3070

Phone 03 9489 8032

E-mail EdwardCaruso@access.net.au

ABN 83 132 551 233

Copy editing and applying styles on disk, structural editing, proofreading, manuscript reviewing, author/designer liaison, writing, preparing briefs.

**In-house** Editor at RMIT for eighteen months. Proofreader at Bookset for six months. Editor at Longman Professional/Pearson Professional for two years.

**Freelance** Since 1996. Clients include UNSW Press, MUP, Reed Books, J. Wiley & Sons (Asia), OUP, CUP, ACER Press, CEDA, CSIRO, Tertiary Press and Victoria University of Technology.

### EXAMPLES OF WORK

**Editing** *The Australian People: An Encyclopedia of the Nation, Its People and Their Origins* (CUP). *80 Great Poems from Chaucer to Now* (UNSW Press). *Oxford Companion to Australian Film; Geographical Information Systems* (OUP). *Behaviour Recovery*, 2nd edn; *Leadershift: The Work-Life Balance Program* (ACER). *Liquidity Risk and Management* (Wiley).

**Proofreading** *Echoes of ANZAC: The Voice of Australians at War* (Lothian). *About Desire and Other Poems* (Reed). *God's New Man* (MUP).

### AREAS OF INTEREST

Non-fiction, literature, education, economics, politics, history, biography, Italian culture and language, film, spirituality, self-help, annual reports and government reports.

### QUALIFICATIONS

BBusPublicAdmin, AssocDipArts (ProfWritEd), RMIT. DipEd, University of Melbourne.



Macintosh  
Office 2004

# Joy Claridge

## Freelance Writer & Editor

PO Box 298, Brighton VIC 3186

Phone 03 9596 3608

Mobile 0402 078 071

E-mail joy.claridge@westnet.com.au

ABN 91 896 371 080

Structural and copy editing, proofreading, copy-writing, feature writing, technical writing, media kits, project management.

**Freelance** Since 2001. Formerly senior manager, energy and finance sectors.

### EXAMPLES OF WORK

**Editing** **Managing editor:** *Energy News* (Australian Institute of Energy). **Structural/copy editor:** *Connections 8–10* (VCAA); values education booklet (Curriculum Corporation). **Blind proofreader:** *Australian English Language Course* (Defence International Training Centre); *Sustainability Report 2006* (mecu).

**Writing** **Feature writer:** *Australian Convenience Store News*, *Packaging* (trade magazines); *Heavy Duty* (motorcycle magazine).

**Copy-writing** **Case studies:** *Fairbanks Environmental* (environment monitoring company). **Backgrounder:** *Melbourne Salsa* (event organiser). **Script and photography:** audiovisual ‘armchair tour’ of convenience retailing.

**Project management** *Innovative HVAC Program* and *Investigative Works Program Reports* (NSW Department of Planning).

### AREAS OF EXPERTISE

Energy, environment, retailing, education, government and corporate publications.

### AREAS OF INTEREST

Motorcycling, dancing, bushwalking.

### QUALIFICATIONS

BComm, University of Melbourne; Dip Teach, Mt Gravatt College of Advanced Education.

### MEMBER

Australian Institute of Energy, Victorian Writers’ Centre.



Windows XP

Office 2003

# Elaine Cochrane

## Gillespie & Cochrane Pty Ltd

5 Howard Street, Greensborough VIC 3088

Phone 03 9435 7786

Fax 03 9435 7786

E-mail gandc@mira.net

ABN 42 005 425 749

Editing, proofreading.

**In-house** Editor at Thomas Nelson Australia (Nelson Thomson Learning) and Oxford University Press for a total of eight years. Typesetter’s reader at ABB Typesetting for two years.

**Freelance** Clients include Harcourt Education, Pearson Education, OUP.

### EXAMPLES OF WORK

**Editing/proofreading** *Heinemann Mathematical Methods 1&2*; *Heinemann Mathematical Methods 3&4*; *Heinemann Further Mathematics*; *Heinemann General Mathematics—Preliminary*; *Heinemann General Mathematics—HSC*; *Maths Zone 8*; *Maths Zone 9: Level 1*; *Maths Zone 10: Level 3*; *Heinemann Science Links 3*; *Science 8: A Contextual Approach*; assorted electronic products for Heinemann (Harcourt). *Specialist Maths Dimensions Units 3 & 4* (Pearson).

**Editing on-screen and applying styles** *All about Prostate Cancer*; *All about Breast Cancer*; *Management of Alcohol and Drug Problems*; *Ecology: An Australian Perspective* (OUP).

### AREAS OF INTEREST

Science and maths (but versatile).

### QUALIFICATIONS

BSc (Hons) (Chemistry).



Windows

Word 7.0 (Office 97)

# Pam Collings

## Teddybear Books

PO Box 556, Wallan VIC 3756

Phone 03 5783 2502

Mobile 0438 652 724

E-mail pam@collings.id.au

ABN 26 300 986 821

Copy editing, proofreading, writing, manuscript appraisal, tutoring (proofreading/copy editing course).

**In-house** Senior Editor/proofreader (National Biographic Pty Ltd, 2006).

**Freelance** Proofreading/editing (U C Publishing Pty Ltd, Bolinda Publishing Pty Ltd, Wallan Writers’ Group, NMIT, various authors—since 2001). Tutoring (The Writing School—since 2004).

### EXAMPLES OF WORK

**Editing** Primary education English and Maths teachers’ books, and readers (UC Publishing).

**Proofreading** Primary education English and Maths teachers’ books, readers and workbooks (UC Publishing), large print novels (Bolinda Publishing), short story, song and poetry anthologies (Wallan Writers’ Group/NMIT), manuscripts for authors, course material (The Writing School).

**Other work** **Manuscript appraisals:** Romance and children’s. **Writing and tutoring:** Proofreading and copy editing correspondence courses.

### AREAS OF EXPERTISE

Children’s, romance, fantasy and science fiction genres, primary education editing and proofreading, manuscript advice for authors, large print books.

### AREAS OF INTEREST

Children’s, romance, fantasy, science fiction genres, poetry.

### QUALIFICATIONS

Diploma of Arts (Professional Writing and Editing), NMIT. Certificate of Proofreading 1 and 2, RMIT. Editing Corporate Documents, CAE.

### MEMBER

Victorian Writers’ Centre, VFAW, Romance Writers of Australia.



Windows XP

Word, Publisher, Adobe CS2

## Neil Conning & Associates

16 Mulgrave Street, Elsternwick VIC 3185

Phone 03 9532 7536 Mobile 0419 335 199

Fax 03 9532 7536

E-mail nconning@bigpond.com

ABN 74 775 309 035

Project management, editing, indexing, proofreading, data preparation, styling.

**In-house** Cheshire, British Institute of Management, Victorian Commercial Teachers Association, Outback Press, Bookset.

### EXAMPLES OF WORK

**Editing/indexing** *Better Health through Natural Healing* (Hinkler). *Your Medical Tests: What do they Really Mean?* (Black Inc.). *Frank Costa: Family, Faith and Footy* (Killaghy Press). *Macca's Australia All Over: Why I Live Where I Live* (ABC).

**Editing/styling** *Maritime Training Package* (DEST). *Interview Test of English Language* (Profile Press). *Learning Fundamental Motor Skills through Rhymes and Chants* (Andersen).

**Website editing/review** The Le@rning Federation, Coles Myer, RACV, CityLink, DE&T.

**Editing/proofreading** Business and professional journals, corporate reports and prospectuses, government documents.

### AREAS OF EXPERTISE

Typesetting, styling, corporate proofreading, website editing.

### QUALIFICATIONS

BComm (Hons).

### MEMBER

DEST Training Package Editorial Panel.



Macintosh  
Office 2001, Quark XPress 4.11

## Adrienne Costanzo

13 Guthrie Street, West Brunswick VIC 3055

Phone 03 9388 0585 Mobile 0433 754 720

E-mail acostanzo@iprimus.com.au

ABN 46 965 891 039

Structural and copy editing, proofreading (on-screen or hard copy), manuscript assessment, project management.

**In-house** Editor, Senior Editor and Publishing Manager, Lonely Planet Publications, 1990–2001. Editor, Rigby Education and Heinemann Educational Australia, 1989–1990. Editor, CIS Educational, 1988.

**Freelance** Since 2001. Clients include Lonely Planet Publications (guidebooks, phrasebooks, trade and reference books), DeakinPrime, Thomson Learning, Reed Education, Jukurpa Books (imprint of IAD Press, Alice Springs), Curriculum Corporation.

### EXAMPLES OF WORK

**Editing and proofreading** **Secondary education:** *Explora! Student Book* and *Teacher Resource Material* (Thomson Learning). *Forza! Tre Teacher's Resource Kit* (CIS•Heinemann). **Primary education:** *Anmatyerr Picture Dictionary* (Jukurpa Books). **Other:** Corporate publications (DeakinPrime). Countless publications for Lonely Planet, including *Encounter Berlin*, *Melbourne City Guide*, *Urban Photography*, *The Career Break Book*; various phrasebooks.

**Publishing and project management** Series of restaurant guides for Lonely Planet.

### QUALIFICATIONS

BA (French and Italian), University of Melbourne. MA (French Literature), Marc Bloch University, Strasbourg, France. GradDipEdPub, BA (Textile Design), RMIT University.

### AREAS OF EXPERTISE

French, Italian, travel, textiles and design.

### MEMBER

DIA (Design Institute of Australia).



Windows XP, Macintosh OSX  
MS Office, Adobe CS.

## Amanda Coverdale

17 Casella Street, Mitcham VIC 3132

Phone 03 8802 4482

E-mail amanda@musmus.com.au

Web www.musmus.com.au ABN 93 722 766 088

Copy editing, writing non-fiction, proofreading, research, layout, administration.

**In-house** Communications Co-ordinator, Mission Aviation Fellowship, 2000–03. Research Officer, Asia Pacific Christian Mission, 1988–92.

**Freelance** Since 2005. Editing books, newsletters and *Ishah* journal.

### EXAMPLES OF WORK

**Editing Corporate:** *Mission Aviation* magazine. *InFormation* newsletter, publicity and calendar. **Books:** *The Truth about Kieta, January 1942* (PNG). *Creative Spirits* (ethnography). *Bark Paintings from New Guinea: Kwoma Art of the Middle Sepik. This is My Beloved* (historical novel). Rotary Club of Coburg history.

**Writing** *Melanesian Culture and Religion*—Training Module, study guides, Bible studies, press releases, articles for MAF publications.

### AREAS OF EXPERTISE

Melanesian culture, religion and history; cross-cultural communication; Christian mission. I lived and worked in PNG for 15 years. Literate in PNG Tok Pisin language.

### AREAS OF INTEREST

Anthropology, European art history, fair trade, natural history.

### MEMBER

Birds Australia, National Gallery of Victoria, Victorian Writers' Centre.

### QUALIFICATIONS

AdvCertProfWritEd, CAE. MA (Cross-Cultural Studies), Fuller Theological Seminary, California. BA (Major in Art History), La Trobe University. Society of Editors (Vic) workshops and short courses.



Windows  
Word, WordPerfect, PageMaker

## Maryrose Cuskelly

35 Ryan Street, Northcote VIC 3070

Phone 03 9482 6323 Mobile 0400 567 196

E-mail maryrose.cuskelly@pacific.net.au

ABN 41 387 673 148

Structural editing and copy editing (disk or hard copy), writing, rewriting, copy-writing, proofreading.

**Freelance** Since 2002. Clients include University of Melbourne, Royal Women's Hospital, Hardie Grant, Pearson, Renaissance Learning, Penguin, La Trobe University, Bolinda.

### EXAMPLES OF WORK

**Editing Adult non-fiction:** *Farmers Market Companion*; *My Car*; *Household Hints* (Penguin). **Junior non-fiction:** *Tui of Gorendu*; *Pipi Gara of Elevala*; *Emblems of Our Nation* (Pearson). **Novels:** *AIDS: My Brother's Story* (Pearson). **Manuals/handbooks:** *Undergraduate Handbook* (La Trobe). *Making a Living Practical Guide: Insect Farming; Rabbit Farming; Vanilla Farming* (Pearson). *Planning to Have a Baby* (Royal Women's Hospital). **Children's picture books:** *Pikinini Readers* series (Pearson).

**Writing and copy-writing** Collaborated on winning proposal and manuscript for 2006 Iremonger Award for Writing on Public Issues. Research and rewriting content *365 Ways to Change the World* (Penguin). Content for online education product (Renaissance Learning). Newsletters (Annie Dennis Children's Centre). *Melbourne Bride* (Hardie Grant).

### AREAS OF EXPERTISE

Educational publications, children's literature, literary non-fiction, performing arts.

### QUALIFICATIONS

BA (Literature), University of Melbourne. DipArts (ProfWritEd), RMIT.

### MEMBER

Australian Society of Authors.



## Nadine Davidoff

39 Kerr Street, Warrnambool VIC 3280

Mobile: 0411 145 643

E-mail: Nadine@nadedavidoff.com.au

Web: www.nadedavidoff.com.au

ABN: 20 364 711 967

Structural editing, copy editing (disk or hard copy), manuscript assessment, proofreading.

**In-house** Commissioning Editor, Black Inc., 2005–06. Fiction Editor, *The Monthly*, 2006. Senior Editor, Random House Australia, 2001–04. Editor, Black Inc. 1996–2001.

**Freelance** Since 2006. Clients include Random House, Penguin, Melbourne University Publishing, Melbourne University, Jenny Darling and Associates. Also provide structural advice to first-time and established authors before submitting their work to publishers and agents.

### EXAMPLES OF WORK

**Editing Biography:** Janine Burke, *The Heart Garden* (Random House). **Non-fiction:** Michelle Grattan, *Back on the Wooltrack* (Random House). Ann Marie Priest, *Great Writers, Great Loves* (Black Inc.). NOW Series (Pluto Press). **Travel memoir:** Lucinda Holdforth, *True Pleasures*, (Random House). Sarah Macdonald, *Holy Cow* (Transworld). **Fiction:** Sandy McCutcheon, *The Sorcerer's Apprentice* (Scribe).

### AREAS OF INTEREST

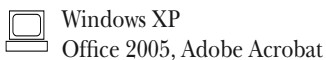
Literary and popular fiction, general non-fiction, biography/memoir, travel narrative and health.

### QUALIFICATIONS

BA (Hons) (English), University of Melbourne. Grad. Dip. (Editing and Publishing), RMIT.

### MEMBER

Victorian Writers' Centre, NSW Writers' Centre.



## Ingrid De Baets

1/34 Thomas Street, Camberwell VIC 3124

Phone 03 9889 6701 Mobile 0419 993 557

E-mail idebaets@ihug.com.au

ABN 92 511 714 255

Project management, structural and copy editing (on-screen or hard copy), proofreading, writing.

**In-house** Twelve years at Thomson Learning including four years as Publishing Editor, Languages other than English.

**Freelance** Since 2002. Clients include Harcourt, Macmillan, OUP, Pearson, The Le@ming Federation, Thomson Learning.

### EXAMPLES OF WORK

**Project management** In-house at Thomson Learning: commissioning, developing and editing manuscript; managing editorial and authoring teams for various language-learning resources.

**Editing** *Thinking Geography* (Macmillan). *Heinemann Ancient & Medieval History: Pompeii & Herculaneum and Egypt*; *Heinemann Humanities 2 & 3 Workbooks*; *Hi Tech: Media Technologies* (Harcourt). Secondary French: *Ça roule 1 & 2*; Secondary German: *Deutsch Downunder 2* (Pearson). Secondary English: *But Wait ... There's More* (OUP).

**Proofreading** *ART 2: Practice* (OUP). *Heinemann Connections: Challenges in ICT Education*; *Heinemann Ancient & Medieval History: Archaeology* (Harcourt).

### AREAS OF EXPERTISE

Educational resources (print and multi-media) for all humanities subjects. Languages (French, German, Dutch, Flemish).

### AREAS OF INTEREST

Non-fiction and reference, language, culture, bush regeneration, horticulture, history, art, travel, cookery.

### QUALIFICATIONS

BA (French and German), University of Melbourne. GradDipEdPub, RMIT.



# De Boos Editing & Education Services

Christine A. De Boos

Karen Dispo-De Boos

23 Nantes Street, Newtown VIC 3220

Phone 03 5229 3502 Mobile 0421 644 089

E-mail de\_boos@optusnet.com.au

ABN 24 717 314 592

Copy editing (hard copy and electronic), project management, proofreading of manuscripts, journal articles (prepared for submission in Australian, British or American journals), reports, books, theses, and English language editing for non-native English speakers.

**Freelance** Over thirty years preparing scholarly writing for CSIRO and the textile industry. Over ten years working with academics and research students including preparation of theses with native and non-native English speakers. Over ten years in publishing, marketing and public relations in the USA.

## AREAS OF EXPERTISE

Academic, professional, marketing and communications, scientific and educational editing. Graphic design.

## AREAS OF INTEREST

Fiction and general non-fiction technical editing, textiles, humanities, education, art history. Teaching Advanced English for Academic Purposes to non-native English speakers.

## QUALIFICATIONS

BA (Soc Sc), BEd, CELTA, BA (English and Art History).



Windows

Office, Quark, Endnote, Illustrator, Photoshop, Acrobat suite

# Peter Deerson

54 Queen Street, Mornington VIC 3931

Phone 03 59 751080

E-mail pdeerson@netscape.net

ABN 96 083 084 672

Copy editing (disk, e-mailed text, hard copy), structural editing, instructional design, technical writing, magazine writing, reports, proofreading.

**In-house** Instructional designer, structural and copy editor, proofreader, Chisholm Institute, 2000–01. Instructional designer, structural and copy editor, proofreader, Deakin Australia, 1999. Instructional designer, structural and copy editor, proofreader, RMIT TAFE Off-Campus Coordinating Authority 1977–98. Technical writer, editor, Philips International, Holland, 1969–73.

**Freelance** Since 2002. Instructional design, writing and editing of TAFE and tertiary educational materials for Deakin Australia, Chisholm Institute and the Insurance Institute. *Annual Report 2006* for Department of Industry, Innovation and Regional Development. Occasional articles for vintage car magazines.

## AREAS OF EXPERTISE

Science, engineering, mathematics; English literature, philosophy, politics, sociology.

## AREAS OF INTEREST

Art, music, poetry, old cars, green issues (particularly old growth forests).

## QUALIFICATIONS

MA (Qual) (High Distinction, English Lit), Monash University. GradCert (Distinction) (Scientific and Technical Writing), Deakin University. BA (Sociology, Philosophy), Monash University. GradDipEd, Melbourne University. DipElecEng, Swinburne Technical College.



MS Office (Word, Excel)

# Hazel Dittebrandt

Unit 1/153 Mount Eliza Way, Mount Eliza VIC 3930

Phone 03 9787 9060

E-mail hjd291102@yahoo.com.au

ABN 71 789 305 190

Proofreading, indexing, abstracting, English–German and German–English translation, writing, copy editing.

**In-house** Librarian in a variety of special, public, school and academic Australian and overseas libraries for thirty-six years.

**Freelance** Proofreading, English–German and German–English translations. Indexing and abstracting for Australian and overseas publishers. Writing, copy editing.

## EXAMPLES OF WORK

**Writing** Articles on a variety of topics for the magazines *Explore* and *Challenge* (Pearson Education Australia); *Scientrific* and *The Helix* (CSIRO).

**Proofreading** *Feuerwerk* German language course, levels 1, 2 and 3 (CIS•Heinemann). *Katzensprung* level 1 (Heinemann).

**Translating** *Klaus Moje glass/glas* exhibition catalogue (NGV).

**Indexing** Volume 2 of *A History of Tasmania* (OUP).

**Editing** Job applications and résumés.

Detailed CV available.

## AREAS OF INTEREST

German language, Africa, Antarctica, all other countries, the environment, music, travel; all subjects other than specialist technical or scientific works; writing for children (factual).

## QUALIFICATIONS

BA (German, French and geography). Postgraduate Higher Diploma in Librarianship. Eight units completed in DipArts (ProfWritEd). AusSI-registered indexer. Society of Editors proofreading courses. CAE travel writing course.

## MEMBER

Victorian Writers' Centre.



Windows

Colour printer and scanner available, Office 97

# Deb Doyle

## Editorial Training Services Living Proof—Book Editing Draw On

5 Pinnacle Street, Miranda NSW 2228

Phone 02 9525 8304 Mobile 0401 028 926

Fax 02 9525 8304

E-mail deb@hotlinks.net.au

Web www.debdoyle.speakerdirect.com.au

ABN 47 161 083 893

Editorial training for companies, government departments, educational institutions and professional associations; editing; writing; rewriting; proofreading; illustrating.

**Freelance** Nineteen years.

### EXAMPLES OF WORK

**Editorial training** Professional Editing (NSW Writers' Centre, 2004–07 and WEA Sydney, 2006–07). Extended grammar and editing courses for AMP's Public Affairs, and Treasury and M&A, 2005–06. Editing courses for Wizard Home Loans, 2005–06.

**Writing** *Grey Areas and Gremlins: A Grammar and Punctuation Refresher*. 'Language FAQs' column for *Government News* and *Newswrite*. House-style guides for Mission Australia and Wizard Home Loans.

**On-screen editing and rewriting** *The Changing Face of Charity: Social Innovation in Action*, Mission Australia, 2006. *Children of the Anzacs: Life in Sydney in the 1940s and '50s*, Lois Pembroke, 2006. *Tips for Animal Friendly Living*, Michelle Minehan, 2007. Reports and correspondence for Hanson Valuation Services, 2006–07.

**Manuscript reviewing** *Dust in the Hearts*, Carol Wakeman, 2006.

### QUALIFICATIONS

BA (English), part-LLB, University of Sydney.

### MEMBER

Society of Editors (NSW), NSW and Victorian writers' centres, Australian Society for Technical Communication (NSW), Australian Society of Authors.

 Windows XP  
 Word 2000, Acrobat 6.0 Standard

# Editing Services Australia Pty Ltd

## Kim Lockwood

PO Box 4040, Eaglemont VIC 3084

Phone 0419 592 693

E-mail editor@editingservices.com.au

Web www.editingservices.com.au

ABN 16 120 489 394

Copy editing (electronic or hard copy), proofreading.

**In-house** Editor, Herald and Weekly Times and News Ltd stylebooks 1985–2006. Sub-editor, *The Herald*, Melbourne, 1975–76, 1985–87. Deputy News Editor, *Herald Sun*, 1987–91. Opinion Pages Editor, *Herald Sun*, 1992–93.

**Freelance** Since 2006. Clients include Vectro Design (acting for Stonnington Council), News Custom Publishing, University of Ballarat, Mallon Publishing, Quantum Consulting.

### EXAMPLES OF WORK

**Sole author** *West Australian Goldfields Sketchbook*, Rigby Ltd, 1968; *Darwin Sketchbook*, Rigby Ltd, 1970; *Big John*, State Library of Victoria, 1995.

**Contributor** NT chapter *Sir Henry, Bjelke, Don-Baby and Friends*, Sun Books, 1972. Entry 'Northern Territory' in *The Australian Encyclopedia*, 1977. NT chapter in American Express travel guide *Australia*, 1985. Entry in *NT Dictionary of Biography*, 1995. Entry in *Australian Dictionary of Biography*, 1998.

**Editor** *150 Years of News from The Herald*, HWT, 1990. *Moments in Time* (joint editor and writer), Hardie Grant Books, 1999.

### AREAS OF EXPERTISE AND INTEREST

'Plain English' expert.

### MEMBER

Australian Society of Authors, Copyright Agency Ltd, Royal Geographical Society of SA, Royal Historical Society of Victoria.

 Windows XP  
 Office 2003

# Roz Edmond

30 Lowe Avenue, Altona VIC 3018

Phone 03 9255 5958 Mobile 0400 609 628

Fax 03 9255 5958

E-mail rozedmond@optusnet.com.au

ABN 86 482 047 627

Structural and copy editing, proofreading.

**In-house** Editing, proofreading and formatting *Tenix-Navantia RFT Response for Amphibious Deployment and Sustainment Landing Helicopter Dock, October 2006*, Tenix Defence PL. Supervising Production Editor, *The Laws of Australia*, Law Book Company.

**Freelance** Since 1980.

### EXAMPLES OF WORK

**Concept design to press** *Estates Colour Collection* education brochure on creative use of colour: 86-colour palette for 5000 dwellings (Urban Land Corporation).

**Editing** Editorial team, *Royal Commission into the Building and Construction Industry*, for Commissioner Cole and Senior Counsel Assisting, *Essentials of Marketing*, Summers; *Human Resources Management*, Nankervis et al.; *Understanding Australian Industrial Relations*, Alexander; *Business, Society and the Law*, Terry & Giugni; *Classroom Management*, Arthur-Kelly; *The Practice of Counselling*, Armstrong (Thomson). *Decoding Food Additives* (Hachette Livre).

**Proofreading** *The Law of Torts in Australia*, 4th edn, Trindade & Cane; *Australian Constitutional Law: Cases and Commentaries*, Ratnapala et al. (OUP).

### AREAS OF EXPERTISE

Higher education, corporate, legal and private clients. Law, legal history, defence materiel, naval architecture, industrial relations, marketing, medicine, psychology, business, sailing, colour palettes. Creative, versatile.

### QUALIFICATIONS

BA, DipSocStuds, University of Melbourne. DipIntDes, CertCoastNav, RMIT.

 Windows XP



# Cathy Edmonds

Norton Park, 345 Lauriston Reservoir Road, Kyneton VIC 3444

Phone 03 5422 6836

E-mail cathy@netcon.net.au

ABN 76 089 431 813

Copy editing (on-screen and hard copy), structural editing, proofreading.

**In-house** Writing, editing and desktop publishing, McGee Thomson Advertising, 1993–99. Technical writer and editor, Clarity Communications Co., 1990–93.

**Freelance** Since 1988.

## EXAMPLES OF WORK

**Editing** *Prospect: An Australian Journal of TESOL* (Macquarie University). *Economics and Indigenous Australian Health Workshop*, Community report (Centre for Health and Society, University of Melbourne). *Australian Emergency Manual: Disaster Recovery; Emergency Planning; General Disaster and Rescue* (Emergency Management Australia). *On Feminism and Nationalism: Kartini's Letters to Stella Zeehandelaar 1899–1903; Women in Medieval Japan* (Monash Asia Institute). *West Papua: Follow the Morning Star; Blunt: A Biased History of Australian Rock; More than just the Money: 100 Years of the Victorian Nurses Union* (Prowling Tiger Press). *World of Work* series (National Centre for Australian Studies). *The Salt Traders: A History of Salinity in Victoria* (Government of Victoria).

**Editing/desktop publishing** Property/real estate guides (McGee Advertising). *Freelance Register*, 2002–05; *Newsletter*, 2001–02 (Society of Editors (Vic.)).

**Proofreading** *Peacocks Dancing* (fiction) (Cliffe Books). Peter MacCallum Cancer Centre *2005 Research Report*.

## AREAS OF EXPERTISE



Editing, proofreading, page layout.

## AREAS OF INTEREST

Gardening, farming, beef cattle, property, history, art, architecture.

## QUALIFICATIONS

BA (Professional Writing and Literature), Deakin University.

 Windows, Macintosh  
 Word

# excellently expressed

## Rod Andrew

PO Briagolong VIC 3860

Phone 03 5145 5416

E-mail rod@excellentlyexpressed.com.au

ABN 99 559 302 656

Copy editing, structural editing, proofreading, writing, rewriting, indexing, fact-checking, writing workshops.

**Freelance** Since July 2004, documents in the environmental and water resources field, and report-writing workshops, for government authorities and local councils. General editing and indexing of non-fiction books.

## EXAMPLES OF WORK

**Editing** *The West Brighton Club* (WBC). *Today's Education* (Beacon Books). *Puffing Billy* (Allan Cornwell Pty Ltd). *Better Buddies* (The Alannah and Madeline Foundation). *Regional Catchment Strategy; Catchment Action Plan; Corporate Plan; River Health Strategies; Mallee Wetlands Strategy; Hattah Lakes Oral History* (government authorities, Victoria and NSW).

**Indexing** *Good Food Guide* (Penguin). *Alpha Maths* (MAV).

## AREAS OF EXPERTISE

General science, physics, maths, engineering, environmental, water resources, general non-fiction.

## AREAS OF INTEREST

Photography, aviation, music, families, outdoor activities.

## QUALIFICATIONS

BEng, University of Melbourne. DipEd, Hawthorn. Diploma of Professional Writing (Editing and Proofreading), ACJ.

 Windows, Mac  
 MS Office, Adobe Creative Suite CS2. Can readily learn new applications.

# Rodrick Faulkner

19 Hall Street, Coburg VIC 3058

Phone 03 9384 6228

Fax 03 9386 2476

E-mail rodf@bigpond.net.au

ABN 42 539 310 083

Editing, writing, project management, proofreading, indexing, page design and layout.

**In-house** Museums Australia (Victoria) project-managing book, newsletter, journal production, 1994–96. Royal Australian College of General Practitioners as editor and project manager for medical journals, books, internal publications including annual reports, 1996–2002. Blackwell Publishing Asia as production editor, 2002–03.

**Freelance** Editing, design, layout and co-ordination of printing of internal magazines, brochures (RMIT). Project management of journal production (medical and social sciences) and copy editing of other scientific and technical journals/papers (Blackwell Publishing Asia, Museum Victoria, Curriculum Corporation/The Learning Federation).

## AREAS OF EXPERTISE

Scientific, technical, medical/ humanities, social sciences (journal and book) project management; museum exhibition text writing, editing, proofing, design and printing; newspaper/ magazine editing, design/layout, proofing; annual reports; brochures; teaching materials; masters and doctoral theses.

## AREAS OF INTEREST

Book publishing, medical, social history, desktop publishing, graphic design, film and literature.

## QUALIFICATIONS

BA (Hons) (History and English), University of Melbourne. GradDip (Museum Studies), Victoria College. GradDipEdPub, RMIT.

 Macintosh, Windows  
 Microsoft Office Suite 2003, Quark XPress, Photoshop, Illustrator, Acrobat

## Anna Fern

618 Station Street, Carlton North VIC 3054

Phone 03 9380 5123

E-mail [annafern@alphalink.com.au](mailto:annafern@alphalink.com.au)

ABN 51 699 023 440

Structural and copy editing, proofreading, writing.

**In-house** Nelson, 1995–99, working on primary, secondary, LOTE and college titles.

**Freelance** Full-time since 2000, editing educational and general non-fiction. Clients include Macmillan, CUP, Charles Darwin University, Murdoch Books, Harcourt, Thomson Nelson, OUP, Ibis Publishing.

### EXAMPLES OF WORK

**Editing Primary non-fiction:** *Macmillan Encyclopedia of Australia's Aboriginal Peoples*; *Macmillan Primary Atlas*; *Invertebrates*; *Civic Issues* (Macmillan). **Teacher resources:** *Focus on Art in Society and Environment* (Macmillan). **Workbooks:** *Genau! Senior Workbook* (Nelson). **Secondary textbooks:** *The Art of Delivering Justice* (Federal Court/Curriculum Corporation). *Cambridge Legal Studies Preliminary* (CUP). *Art 2: Practice* (OUP). **Trade:** *Savour: A Wine Dictionary* (Ibis). *The Tropical Gardener's Gourmet Guide* (Niblock).

**Writing** Women's cycling website (Bicycle Victoria). *Australia's Best* (Heinemann). *The Bicycle Book* (Nelson). Clemenger advertising copy.

**Audio** Experience preparing scripts for LOTE audio resources. Two self-published CDs professionally recorded and mixed.

### AREAS OF EXPERTISE

Primary and secondary educational (humanities, LOTE). Non-fiction instructional texts (cookery).

### AREAS OF INTEREST

Singing, experimental music, gastronomy, natural history, poetry.

### QUALIFICATIONS

BA, University of Melbourne. GradDipEdPub, RMIT.



Mac OS X  
Word 2004 for Mac

## Finding the Words

### Emma Brooks

122 Grand Boulevard, Montmorency VIC 3094

Phone 03 9431 6816 Mobile 0408 139 116

E-mail [emmakatebrooks@gmail.com](mailto:emmakatebrooks@gmail.com)

ABN 72 989 835 398

Copy editing (electronic and hard copy), project management, writing, proofreading, picture research.

**In-house** Editor at Harcourt Education. Project Editor at Pearson Education. Editor at Pagemasters for a total of six years. Co-editor of *Verandah 13* literary journal.

**Freelance** Since 2005. Clients include Oxford University Press, Harcourt Education.

### EXAMPLES OF WORK

**Editing Primary education:** *Making Connections: Reading Comprehension Skills and Strategies* Books 3 and 4 (Harcourt Education). *Intervention Works* Teacher support material (Carson-Dellosa Publishing). **Secondary education:** *Class Acts 2: Plays for Fun* (Harcourt Education). **Magazine:** *Verandah 13*.

**Project management Primary education:** Teacher support material for *Chatterbox: Middle Primary A and B* series; *Literacy Centers* (Pearson Education). **Secondary education:** *Journey Through Health and Human Development 3 and 4*; *Science Focus*; *Food Technology First*; *Information and Software Technology* (Pearson Education).

**Writing** Television and film reviews for Pagemasters.

### QUALIFICATIONS

BA (Professional Writing and Editing), Deakin University. On-screen Editing for Publication, Australian Publishers Association.



Macintosh OS X, Microsoft Windows XP  
Office 2003 (Windows), Office 2004 (Macintosh), Quark XPress 6.5, Photoshop 8

## Anne Findlay

### Editing Works Pty Ltd

6 Wilson Street, Carlton North VIC 3054

Phone 03 9387 1544

Fax 03 9387 1544

E-mail [afindlay@netspace.net.au](mailto:afindlay@netspace.net.au)

ABN 32 072 863 097

Editing/proofreading (all subjects except maths), project management.

**In-house** *Scriptsi* magazine (voluntary basis), 1992–93. Editor in tertiary division of Longman Australia, 1994–95.

**Freelance** Since 1995. Mainly educational texts and corporate publications. Clients include CSIRO, OUP, Pearson Education, ACER, Pan Macmillan, ABC Books, CUP, Curriculum Corporation and the Victorian State Government.

### EXAMPLES OF WORK

**Project management** *Trafficking in Old Books* (Lost Domain).

**Editing Popular science and conservation issues:** *In Search of Sustainability*; *Woodlands: A Disappearing Landscape* (CSIRO). *Tropical Food Gardens*; *Wildflowers of Sydney* (Blooming Books). **Psychology/sociology:** *Creating Resilient Families*; *Developing Helping Skills* (ACER); *Making Modern Lives* (SUNY Press). **Education:** *Values for Australian Schools* (Curriculum Corporation). *English Courseways* (Pearson Education).

**Proofreading** *The Antarctic Dictionary*; *The Waterbug Book* (CSIRO). *Food Technology First* (Pearson Education).

### AREAS OF INTEREST

Gardening, social issues, popular science, French and African culture and literature.

### QUALIFICATIONS

BA (Hons) (Classical Studies and English Literature), University of Melbourne. GradDipArts (Principles and Applications of Editing unit), Deakin University.



Macintosh OS X  
Word 2004

## Jane Fitzpatrick

150 Smith Street, Thornbury VIC 3071  
Phone 03 9484 7994  
E-mail com7585@bigpond.net.au  
ABN 46 716 733 403

Manuscript assessment, developmental, structural and copy editing (on-screen), overwriting, proofreading.

**In-house** Heinemann Educational, 1989–95. Lonely Planet, 1995–2001.

**Freelance** Since 2002.

### EXAMPLES OF WORK

**Developmental editing** *Science Alive for VELS Level 5 TSK* (Wiley).

**Editing and proofreading** *Heinemann Maths Zone 9* (student text and CD, teacher's resource and assessment disk) (Harcourt Education). *Essential Advanced General Maths*, 3rd edn (CUP). *Money Karma* and *The Melbourne Book: A History of Now* (Hardie Grant). *The Dunera Boys* (primary history) (Rigby).

**Editing and formatting** Journal papers for Blackwell Science Asia.

### AREAS OF EXPERTISE

Science and maths, educational resources, travel.

### AREAS OF INTEREST

Arts, cooking, culture, environment, history, literature, maths, science (especially biology, physics and medical science), travel.

### QUALIFICATIONS

BSc(Hons).



## Gillian Fulcher

9 The Ridge, Mount Eliza VIC 3930  
Phone 03 9787 1370  
Fax 03 9787 1370  
E-mail gfulcher@inet.net.au  
ABN 23 665 773 569

Editing, both structural and copy editing (hard copy or disk); proofreading.

**In-house** Assistant Editor, *Malaysia* magazine (Colin Turner Ltd, literary agents, London).

**Freelance** Since 1998. Clients include major scholarly publishers.

### EXAMPLES OF WORK

**Author** *Disabling Policies? A Comparative Approach to Education Policy and Disability* (Falmer Press; Ellinika Grammata (in press/translation). Essays for *Eureka Street*. Reviews of fiction in major newspapers.

**Editing** M. Considine, *The Enterprising State* (CUP).

D. Kavanamur, C. Yala & Q. Clements, *Building a Nation in Papua New Guinea* (Pandanus Books). N. Mazur, *After the Ark*;

M. McKenna & W. Hudson, *Australian Republicanism* (MUP).

M. Smith, *Peopling the Cleland Hills* (Aboriginal History Inc.).

P. Read, G. Meyers & B. Reece (eds), *What Good Condition? Reflections on an Aboriginal Treaty 1986–2006* (in press/Aboriginal History Inc. & ANU-E Press). *Southern Review* (journal) (RMIT Publishing).

### AREAS OF EXPERTISE

Humanities, including politics of policy.

### AREAS OF INTEREST

Wide ranging, including literature, current affairs. Good general knowledge.

### QUALIFICATIONS

BA (Hons) (Sociology), PhD, Monash University. Society of Editors courses.

### MEMBER

Independent Scholars Association of Australia.



## Cathryn Game

12/78 Barkly Street, St Kilda VIC 3182  
Phone 03 9534 3570  
Fax 03 9534 3570  
E-mail cgame@ozemail.com.au  
ABN 12 851 138 780

Structural editing; copy editing; proofreading; indexing.

**In-house** Oxford University Press 1996–2002. Macmillan Australia 1984–86. Eyre Methuen (London) 1979–84. Thomas Nelson 1977.

**Freelance** 1986–96; 2002–.

### EXAMPLES OF WORK

**Structural editing** *A Public Life: The Memoirs of Zelman Cowen* (MUP).

**Copy editing Management:** *Managing Employee Performance and Reward* (CUP). **Secondary school history:** *We Swear by the Southern Cross* (Curriculum Corporation). **Military/popular history:**

*Vietnam* (HarperCollins). **Secondary history and geography:**

*Australia: A Growing Nation* (McGraw-Hill). **Health:** *Your Breasts and Plastic Surgery* (Michelle Anderson Publishing). **Biography:**

*Prince of the Church* (MUP). *Monash: The Outsider Who Won a War* and *Miller's Luck: The Life and Loves of Keith Miller* (Random House). **Military history:** *An Atlas of Australia's Wars and Bravery Above Blunder* (OUP). **Reference:** *Australian Feminism* (OUP).

**Academic:** *Employment Relations in Australia* (Wiley).

**Proofreading** Travel guides (Lonely Planet). *Katherine Mansfield New Zealand Stories* (OUP).

**Indexing** *Society and Environment 3* (Pearson).

### AREAS OF EXPERTISE

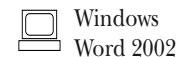
Editing non-fiction, both commercial and scholarly; editing on computer, including formatting document. Versatile and adaptable.

### AREAS OF INTEREST

History, especially military; biography; Asia; media studies; business.

### QUALIFICATIONS

BA degree; Society of Editors courses.



# Tony Geeves

## Headspring Pty Ltd

PO Box 207, Castlemaine VIC 3450

Available online or on-site, in Melbourne as required.

Phone 03 5473 4022

E-mail tony@headspring.com.au

ABN 25 684 426 458

Writer and editor

Clients in industry, commerce and the professions.

Editing, sub-editing, copy editing and writing of publications, reports and documentation; planning/management of publication design/production; rewriting, copy editing and proofreading.

### EXAMPLES OF WORK

Magazine sub-editing; publications and internal documents for leading companies.



**Editing** Sub-editor of AMA national music education quarterly magazine *Music in Action* (current). Editor/copy editor of Discussion Papers *Disputes Between Co-owners and Sexual Offences: Law and Procedure* (Victorian Law Reform Commission). *Learning Journal* (CPA Australia). *Balancing Life and Work* (National Council of Women of Australia). *Paper and the Environment* (APPM). *Children with Asthma* (Royal Children's Hospital/Asthma Foundation of Victoria). Other: editor of newsletters, displays, submissions; copy editor of IPO prospectuses, annual reports.

**Writing** *A Reflex Action: History of Reflex Copying Paper 1982–1991* (PaperlinX). Pharmaceutical/medical information (Glaxo, ICI, Upjohn, Clinical Oncological Society etc.). Corporate profiles/capability brochures, instructions for technical/therapeutic products, brochures on IT services. Magazine feature articles; humour.

**Proofreading** Newspaper trained, highly experienced.

### AREAS OF INTEREST

Business/finance, technology, pharmaceutical/medical, maritime, printing, architecture and graphic design.

 Cross-platform  
 Word 2000/2001, WordPerfect 5.3.

# Bruce Gillespie

## Gillespie & Cochrane Pty Ltd

5 Howard Street, Greensborough VIC 3088

Phone 03 9435 7786

Fax 03 9435 7786

E-mail gandc@mira.net

ABN 42 005 425 749

Copy editing, structural editing, indexing, writing.

**In-house** Copy editing, structural editing, magazine editing, writing and indexing for Macmillan Education, Victorian Secondary Teachers Association, Consultants for Health Services, and Publications Branch, Education Department of Victoria for a total of seven years.

**Freelance** Recent clients have included University of Western Australia Press, IP Communications, Melbourne University Publishing, Harcourt Education, Oxford University Press and Thomson Learning.

### EXAMPLES OF WORK

**Copy editing and structural editing** Academic and secondary textbooks, and trade books: Macmillan Education, OUP, Harcourt Education; Thomson Learning, IP Communications, University of WA Press. Examples: *The Crucible of Consciousness* by Torey (OUP). *Company Accounting* by Jubb et al. (Thomson). *Interrupted Lives* by Rees (IP Communications). *Mental Health in Australia* (1st and 2nd edn), ed. Meadows, Singh & Grigg (OUP).

**Indexing** Examples: *The Latham Diaries* (MUP). *Dearest Manx* by Stead and Blake (MUP). *Heinemann Biology 1* (Harcourt).

### AREAS OF EXPERTISE



Editing and styling textbooks (humanities) and fiction, indexing; writing.

### AREAS OF INTEREST

Literature, history, textbooks, film, biography.

### QUALIFICATIONS

BA, DipEd.

 Windows  
 Word 97, Ventura 4.1 and 8, Quark XPress 4.1

# Carolyn Glascodine

12 Glencairn Avenue, Brighton East VIC 3187

Phone 03 9592 6612 Mobile 0408 126 704

Fax 03 9592 6612

E-mail glascode@optusnet.com.au

ABN 78 465 083 885

Structural editing, copy editing (on-screen and hard copy), online publications, proofreading.

**In-house** English Editor and Writer, Ministry of Environment, Sultanate of Oman, 1991–94. Part-time Editor, Natural History Museum and Ministry of Education (Sultanate of Oman) and Educational Communications (Australia).

**Freelance** Since 1993 part-time. Clients include Pearson Education, The Learning Federation, Curriculum Corporation, ACER, OUP, Harcourt Education.

### EXAMPLES OF WORK

**Editing Primary:** various fiction and non-fiction texts in the Chatterbox English series. *Inquisitive Maths for NSW 2B and 3B* teacher's and student's books. *Environmental Studies in Papua New Guinea* (teacher's book and student's book). **Secondary:** *Look It Up!* (grammar). *Ça y est!* coursebook. Various texts in the *Touché* series. *Go Global* (SOSE). *Natural Hazards and Disasters in Papua New Guinea*. **Online resources:** multiple radio, photographic and film resources for The Learning Federation. **Other:** *Through Loss* (self-help); *Australian Education Review*, ACER conference papers 2005 and 2006.

### AREAS OF INTEREST

Educational texts (primary and secondary), grammar, world studies, history, LOTE (German, French, and Italian for beginners).

### QUALIFICATIONS

MA (English Language, German), MA (European management), AdvCertIV (Professional Writing and Editing).

 Windows  
 Office XP

# Barbara Gliddon

2/1 Yorston Court, Elsternwick VIC 3185

Phone 03 9523 5332 Mobile 0413 596 783

E-mail [bgliddon@bigpond.net.au](mailto:bgliddon@bigpond.net.au)

ABN 98 885 176 565

Copy editing (hard copy), television script editing, film script editing, and screenwriting (fiction and documentary), structural editing.

**In-house Teaching:** Teacher of writing and editing at tertiary level including screenwriting, journalism editing fiction. Non-fiction writing at post-graduate level, 1996–2007. **Writing and editing:** Screenwriter and script editor, Crawford Productions, 1980–83 and 1991–95. **Project management:** Australian Film Commission, 1983–85 and 1988–91.

**Freelance** Since 1983 writing editing rewriting and assessing for various production companies and funding organisations including The Victorian College of the Arts, the ABC, Film Victoria, The Australian Children’s Television Foundation and RMIT.

## EXAMPLES OF WORK

**Writing and project management** Feature film script development for the Australian Film Commission.

**Editing** Various feature, short and documentary films.

## AREAS OF EXPERTISE AND INTEREST



Experienced in film and television script editing and structural editing in prose and dramatic writing. I am particularly interested in structural editing of fiction biography and memoir and the editing requirements of adapting academic material to narrative either in drama or prose.

## QUALIFICATIONS

Diploma of Arts (Professional Writing and Editing), RMIT.

## MEMBER

Australian Writers Guild. MEAA. Australian Film Commission Fellowship, 1998.

 Windows, Mac OS 10  
 Office 2003, Final Draft 7

# Sally Green

13 Hudson Street, Hampton VIC 3188

Phone 03 9598 1132

Fax 03 9598 1132

E-mail [sallygreen.editor@yahoo.com.au](mailto:sallygreen.editor@yahoo.com.au)

ABN 76 092 269 296

Structural editing and copy editing (on-screen and hard copy), project management, writing of educational and trade material; at primary, secondary and tertiary levels.

**In-house** Managing Editor at Ibis Publishing, Melbourne, 2004–05. Senior Primary Editor at Ginn & Co. (Reed Books) in the UK. Secondary and primary editor of French and English at Oxford University Press in the UK.

**Freelance** Since 1993. Clients include Nelson Thomson Learning, OUP, Harcourt Education, Macmillan Education, CUP, Pearson Education, Ibis Publishing.

## EXAMPLES OF WORK

**Editing** A wide range of primary texts and readers for Pearson (including *Chatterbox* and *Spellbound* series) and Nelson Thomson. *Spelling Pathways* series (Harcourt). *At Your Fingertips Maths Charts* (Macmillan). Secondary humanity texts include *Nelson History Essentials* Books 1 and 2 (Thomson Learning).

**Writing** Co-wrote Teacher’s Books for *Bingo!* series of primary EFL texts (Mimosa Publications). *Outback!* (EFL reader for adolescents) (OUP).

**Recording studio** Prepare tapescripts and oversee the recordings for language programs.

## AREAS OF EXPERTISE

Educational texts at primary and secondary level. Primary literacy material: fiction, non-fiction, Big Books, Teachers’ Books. Secondary humanities text books.

## AREAS OF INTEREST

Educational texts, ESL and EFL (English language teaching), LOTE (French and Spanish languages).

## QUALIFICATIONS

MA (French and English), PrepCert in Teaching English as a Foreign Language.

 Windows XP

# Alan Grigor

21 Anile Place, Williamstown VIC 3016

Phone 03 9399 9702 Mobile 0402 837 580

Fax 03 9399 9702

E-mail [atgrigor@optusnet.com.au](mailto:atgrigor@optusnet.com.au)

ABN 30 240 217 750

Hard copy and on-screen structural and copy editing, proofreading, rewriting, writing resumes.

**In-house** 20 years part-time writing, editing and proofreading in administration and commercial agriculture—technical papers, training material, newsletters, handbooks.

**Freelance** Clients include World Bank, EEC (Africa), Bayer Ltd, Lomag P/L, Tanwood P/L, HyVeld P/L, Farmer magazine, private clients (Zimbabwe). Australian clients include Pearson, Newgen Publishing and Data Services, private author (children’s stories), university theses.

## EXAMPLES OF WORK

Recent titles include *India’s Emerging Financial Market* (copy editing); *Procurement Systems: A Project Management Perspective* (copy editing).

## AREAS OF EXPERTISE

Agronomy, general agriculture, crop science, land management, the African continent.

## AREAS OF INTEREST

Animals, birds, booklets and brochures, education, general knowledge, geography, grammar, history, literature, natural history, resumes, sport, travel and tourism.

## QUALIFICATIONS

MRAC Dip Estate Management, Royal Agricultural University College, Cirencester. Professional editing and proofreading, Thomson Education, Australia.

 Windows XP  
 MS Office 2003, Acrobat 7

## Brenda Hamilton

15 Browning Street, Elwood VIC 3184

Phone 03 9531 5371

Mobile 0417 515 565

Fax 03 9531 5371

E-mail hamilt@ozemail.com.au

ABN 90 240 930 210

Editing and writing technical, scientific and educational publications; rewriting; proofreading; on hard copy and on-screen.

**In-house** Editor at the Society of Dyers and Colourists (UK) for three years. Teacher of applied science in TAFE, including preparing curriculum and off-campus materials, for five years.

**Freelance** Since 1988. Trade, scientific and educational books and materials, journal papers, business and government publications.

### EXAMPLES OF WORK

**Editing/author and design liaison** *Beauty Therapy Fact File* (Elsevier). *Swanland; Verticordia; New Perennial Legumes for Sustainable Agriculture* (UWA Press). *Commercial Plantations on Saline Lands; Introduction to Voltametric Analysis* (CSIRO). *New Insight Mathematics 7, 8 & 9; Mathematics Dictionary* (OUP). *Mathsworld 8; Mathscape 7; Macquarie Preliminary Physics; Macquarie HSC Physics* (Macmillan). *Innovation and Imagination at Work* (McGraw-Hill).

### AREAS OF EXPERTISE

Chemistry, the environment, physics, engineering, mathematics, colour, textiles, applied science, education.

### AREAS OF INTEREST

Technical publications, especially making information accessible to non-technical readers, specialist non-fiction, environment and ecology, travel, educational materials.

### QUALIFICATIONS

BSc (AppSc) (Chemistry), University of NSW. DipEd. Society of Editors workshops.



Macintosh  
Word

## Bridh Hancock

4/11 Alexandra Road, Ringwood East VIC 3135

Phone 03 9879 7791

E-mail b\_a\_hancock@ozzinet.net

ABN 57 483 695 917

Writers-Editor for fiction, poetry and creative writing in general, also for history, the arts and classical music.

**In-house** Writer and editor, *SEED* newspaper, Victoria University, 1986–90. Writer and editor, Plantain Park Publications, 1988–92.

**Freelance** ‘Brevity and Wit’ for Seaview Press (2004–06). ‘Cleopatra’s Nose Knows’ and ‘A Phoenix on the Silk Road’ for Dzung T (2006–). Co-editor of the children’s and poetry sections of Little Red Writers Hood, an e-zine broadcast from the US (2003–05). ‘Having Fun’ for S & J Collins (2005). ‘Helliwell’, the final chapters for ‘t.h.’ (2004). ‘Oh, Parnassus!’ for Seaview Press (2006). Poetry of Ben Owzinski (2006). ‘Salonica Man, The’ for John Leary (2006). ‘Standards for Organic (Sustainable) Agriculture in Australia (1984–85). ‘Summer Indulgence’ for Western Union Writers (1998–99).

### AREAS OF INTEREST

Poetry, science (especially natural science and organic agriculture, and astronomy), science fiction, culture and religion, and kid-lit (especially 8–12 y.o. Wait till my ‘A Funtastically Fantabulous Fairy Book’ hits the bookstores!)

### QUALIFICATIONS

BA with majors in English Language Literature, Professional Script Writing and Editing, and Vietnamese (for Beginners). Toastmasters ATM-Gold (speech writing and delivery).

### MEMBER

Alumnus of Deakin University and Victoria University. Fellowship of Australian Writers (Victoria). Melbourne Poets Union. Melbourne Science Fiction Club. Society of Children’s Book Writers and Illustrators (International). Western Union Writers. Wordsmiths of Melbournes.



Windows, Macintosh  
Microsoft Word; Adobe Creative Suite (InDesign, Photoshop, Illustrator); Quark Xpress

## Michael Hanrahan Publishing Services

PO Box 1261, Camberwell VIC 3124

Phone 03 9882 6678

Mobile 0438 173 322

Fax 03 9882 6678

E-mail michael@mhps.com.au

Web www.mhps.com.au

ABN 18 952 123 101

Editing (on-screen, structural and developmental), proofreading, typesetting, indexing, project management, writing (and rewriting), turning technical language into plain English. All types of projects, including books, magazines, company reports and newsletters.

**In-house** Managing Editor, John Wiley & Sons Australia, 2002–04. Editor and Print/Production Co-ordinator, Wrightbooks and Wiley, 1998–2002.

**Freelance** Four years part-time, full-time since 2004, including editing, proofreading, cover design, indexing, typesetting and project management.

### EXAMPLES OF WORK

#### Editing, typesetting, indexing and project management

*Top Stocks* (annual publication); *Teach Your Children Tables; The Art of Trading* (2nd edn); *E-Business Start-up; Advertising for Small Business* (including rewriting for Australian market) (Wrightbooks). *The Australian on Australia* (Wiley, in conjunction with *The Australian* newspaper). *Lose Size & Energize* (Di Santo).

#### Managing editor

*From 0 to 130 Properties in 3.5 Years* (Wrightbooks). *Auction Squad* (Wiley, in conjunction with Channel 7).

### AREAS OF EXPERTISE

Business and finance, general non-fiction.

### QUALIFICATIONS

GradDipProfWritEd. Other training: printing, digital pre-press, copyright.



Macintosh (Windows compatible)  
CS Professional (InDesign CS2, Photoshop, Illustrator, Acrobat), Office 2004

# Kath Harper

## Wordsharper Publishing Services

13 Murphy Street, West Preston VIC 3072

Phone 03 9354 1301 Mobile 0408 518 065

Fax 03 9354 1301

E-mail wordsharp@iinet.net.au ABN 54 218 856 057

Structural and copy editing, indexing, writing, proofreading, basic layout, project management.

**In-house** Handbook Editor, Fitzroy Legal Service, 2000–05. Journal Sub-editor, Law Institute of Victoria, 1995–2000. Magazine and book editor, Night Owl Publishers, 1986–90.

**Freelance** Since 1991. Clients include CUP, OUP, RMIT Publishing, Victorian Law Reform Commission (VLRC), Royal Commissions, Dept of Justice.

### EXAMPLES OF WORK

**Editing** *Law Handbook* (6 editions); cultural and human security studies (RMIT); legal titles (CUP).

**Writing** Chapter for 2004 *Law Handbook*. Manuals (Public Advocate, real estate).

**Proofreading** Reports (VLRC, state government). Periodicals (RMIT).

**Indexing** *Family Court Practice Manual* (Leo Cussen). *Freelance Register* 2002–07 (Society of Editors). *Law Handbook* 2006. Family violence/ART reports (VLRC).

### AREAS OF EXPERTISE

Law, history, education, literature, alternative lifestyles, drug and alcohol issues, disability, ESL, plain English, general knowledge.

### AREAS OF INTEREST



Environment, multicultural issues, community activities, natural health, fantasy, biography, bushwalking, gardening, theatre, human rights.

### QUALIFICATIONS

BA, DipEd, University of Melbourne. Society of Editors courses, including on-screen editing, Redact (fiction).

### MEMBER

Australian & New Zealand Society of Indexers (registered indexer), MEAA.

 Windows XP  
 Word 2003, PageMaker 6.5

# Sue Harvey

129 Franklin Street, Eltham VIC 3095

Phone 03 9439 1264

Fax 03 9431 6413

E-mail harvgott@mira.net

ABN 51 902 171 812

Editing, rewriting, proofreading, editorial reviews and writing for trade and educational publishers and corporate clients.

**In-house** Editor, Thomas Nelson, 1989–90. Editorial Assistant, Australian Conservation Foundation, 1987–88. Editor, course handbooks, RMIT, 1983–86.

**Freelance** Eighteen years. Clients include Allen & Unwin, Penguin, Lothian, Curriculum Corporation, Tertiary Press, DET.

### EXAMPLES OF WORK

**Editing** Trade fiction: *Evil Genius* and *Living Hell* by Catherine Jinks (Allen & Unwin). Trade non-fiction/biography: *Silvagni* (HarperCollins). *High Flyer*, *The Ross Gregory Story*, *Beyond the Big Sticks*, *Inner Peace and Happiness* (Lothian).

Educational: *Simply Music*, *Business Administration for the Office* (Tertiary Press).

**Proofreading** Trade fiction: *The Road*, *One Whole and Perfect Day*, *Dreamrider*, *The Tenth Power*, *Mimus* (Allen & Unwin).

### AREAS OF EXPERTISE

Trade fiction and non-fiction, educational editing, structural editing and rewriting, economics and commerce, corporate publications.

### AREAS OF INTEREST

Politics, history, art, the environment, biography, spirituality, sport, Australian Rules football, fiction.

### QUALIFICATIONS

BEc, La Trobe University. GradDipEdPub, RMIT. DipSecStuds. Tertiary-level units in art history and linguistics. Various Society of Editors courses. Redact (fiction).

 Windows XP  
 Word 2000

# Margot Holden

## Words Without Waste

58 Blackwood Street, Carnegie VIC 3163

Phone 03 9504 2821

E-mail margot.holden@optusnet.com.au

ABN 65 621 694 017

Copy editing (on-screen and hard copy), rewriting (especially 'step-by-step' texts), structural editing, proofreading; cordial and fruitful liaison with authors.

**In-house** Malvern News Sheet, Youth Affairs Council of Australia, Rigby/Rigby Heinemann, 1977–90.

**Freelance** Since 1990.

### EXAMPLES OF WORK



**Editing/rewriting/proofreading** Student kits (Museum of Victoria). *Teaching for Better Thinking*; test materials (ACER). *Making IT Easy*—books and CD-ROMs (CUP). Fifteen exhibition catalogues; several room brochures; education brochures (NGV). Art catalogue (Scott Livesey). *VCE Study Designs*; Work samples book and CD-ROM; *CSF Sample Units 8–10*; Essential Learning Standards, associated papers, support documents and sample teaching units; VELS Progression Points (VCAA). *Graduate Opportunities 2001* (Good Guides Group). Course documents (Australian Catholic University). *City of Whitehorse Art Collection* (City of Whitehorse). *Film Asia*, *Inspirations*, *CrossCurrents* (school texts); *Discovering Australia* (Japanese video texts) (Curriculum Corporation). Investment prospectus (Portfolio Management Services). Award-winning *Private Lives*, *Public Records* (Public Record Office).

### AREAS OF INTEREST

Educational texts (humanities), manuals, history, fine arts, website editing.

### QUALIFICATIONS

TPTC (Toorak Teachers College). GradDipCommEd (Chisholm Institute of TAFE). Professional courses and workshops.

 Windows  
 Word 2002

# Houen Editorial Services

## Charles E. Houen

1203/80 Clarendon Street, Southbank VIC 3006  
Phone 03 9682 0048 Mobile 0403 320 796  
E-mail houen.editorial@mac.com  
ABN 12 847 907 032

Substantive and copy editing (on-screen/hard copy), business and technical writing, proofreading, adapting works for online publication.

**In-house** Three years in senior positions, Australian IT security services company. Eighteen years experience, senior business and IT positions, Royal Bank of Canada. Nine years, senior IT and financial services positions, The Myer Emporium Ltd and Coles Myer Limited.

**Freelance** Proofreader, Society of Editors (Victoria) *Newsletter* since August 2005. Established Houen Editorial Services in 2007.

### EXAMPLES OF WORK


**Writing, editing and project management** Business, technical and policy documents for an IT security company. For Royal Bank of Canada, systems development proposals, business strategy documents, board papers, policy and standards, systems and procedures manuals. Formal business and technical documents for The Myer Emporium and Coles Myer Ltd, including board position papers, proposals for EFTPOS and financial services, major portions of Australian EFTPOS standards.

### AREAS OF EXPERTISE AND INTEREST

Depth and breadth of knowledge in IT, financial services and retailing. Interested in general fiction, literature, history, science and biography.

### QUALIFICATIONS

BCom (Accounting, commercial law), UQ. GradCertEdPub (Distinction), USQ.

 Windows and Macintosh  
Microsoft Office, Adobe Acrobat Professional

# HyperText Publishing

## Kellie Hughes

176 Cambridge Road, Kilsyth VIC 3137  
Phone 03 9723 8393 Mobile 0421 151 104  
E-mail hypertext@iprimus.com.au  
ABN 98 157 027 880

Copy editing (disk or hard copy), technical editing/writing, proofreading.

**In-house** Six years at Tertiary Press. Development Editor (2004–05). Production Controller (Editorial) (2003–04). Technical Editor (2001–03). Trainee Editor (1999–2001).

**Freelance** Since 2005. Clients include Tertiary Press, SitePoint, Swinburne University, Monash University.

### EXAMPLES OF WORK

**Project management** Tertiary Press ICA05 Information Technology series, consisting of 40 books.

**Editing** *Selling and Sales Performance*, 2nd edn (Tertiary Press). *Integrated Accounting for the Office* (Tertiary Press). *Essentials of Information Technology*, 3rd edn (Tertiary Press), *Australia's Rural and Remote Health*, 2nd edn (Tertiary Press).

**Technical editing** Tertiary Press *Made Easy!* information technology series. Tertiary Press ICA05 Information Technology series.

**Proofreading** *The Web Design Business Kit* (SitePoint), *The CSS Anthology* (SitePoint).

### AREAS OF EXPERTISE AND INTEREST

Information technology, business communication, accounting.

### QUALIFICATIONS

DipArts (ProfWritEd).

 Windows XP  
MS Office 2003, Corel Ventura 10, Adobe InDesign CS2,  
Acrobat 7.0, Illustrator CS2, Photoshop CS2.

# Susan Kruss

25 Forfar Rd, Hamlyn Heights, Geelong VIC 3215  
Phone 03 5272 2527 Mobile 0427 452 247  
Fax 03 5272 2527  
E-mail susan@susankruss.com  
Web www.susankruss.com ABN 45 452 025 452

Structural and copy editing, writing, project management, instructional design, proofreading. Print and online.

**In-house** Editor, Senior Editor, Instructional Designer, Deakin University, eleven years.

**Freelance** Since 1990. University education courses, theses, academic books, local histories, powerpoint presentations, journals, arts publications, local council documents.

### EXAMPLES OF WORK

**Editing** J. Healy (ed), *Bundoora Homestead: The Smith Family Era 1899–1920*; R. Rentschler, *Shaping Culture: Arts and Entertainment Management* (Deakin University Press). J. J. du Plessis et al., *German Corporate Governance in International and European Context* (Springer).

**Writing** Student guides to English texts (Cambridge University Press). *Calico Ceilings: The Women of Eureka* (Five Islands Press). History of Melbourne Athenaeum (forthcoming). Ethics chapters for Deakin University.

**Instructional design/project management** Education programs for Deakin Prime and ANZIIF.

### AREAS OF EXPERTISE

Academic publishing; theses into books; business and legal editing; arts publications; history. Major restructures.

### AREAS OF INTEREST

History, poetry, arts, ethics.

### QUALIFICATIONS

BA (History/Philosophy), La Trobe University. Grad Dip Education, Ballarat University. Grad Cert Social Sciences, Monash University. Cert IV Workplace Assessment and Training.

### MEMBER

Victorian Writers Centre; Poets Union; Australian Poetry Centre.

 PC  
Microsoft Office



## Ruth Learner

Flat 1/29 Clarke Street, Abbotsford VIC 3067

Phone 03 9419 3297 Mobile 0432 329 162

E-mail rlearn@optusnet.com.au

Web www.ruthlearner.com ABN 95 405 147 952

On-screen and hard copy structural and copy editing, proofreading, researching and writing, project management, manuscript assessment.

**In-house** Editor, Board of Studies (now VCAA). Proofreader, Jaques & Lewis Solicitors, London.

**Freelance** Since 1996. Government education (VCAA, DET). Education publishers (CUP, Curriculum Corporation). Trade, legal and corporate (Publicity Works).

### EXAMPLES OF WORK

**Editing** VCE Study Designs *English/ESL, Philosophy, The Arts. Accounting and IT* support material CD-ROM; Prep-10 *VELS Progression Points for LOTE, Science and The Arts* (VCAA). *Dealing with Threats in Schools—A Manual; Principles of Learning and Teaching P-12; Student Action Teams—A Manual; Accreditation and Accredited Courses—A Handbook* (DET). *Checkpoints VCE Media 2007* (CUP). *Coordinate Business Resources; Monitor a Safe Workplace* (Aspire Training & Consulting). *Biotechnology Online; Australian Kaleidoscope; Snapshots of Asia: Philippines; Snapshots of Asia: Malaysia* (Curriculum Corporation). Annual reports; union publicity/journals; corporate brochures/training manuals (Publicity Works).

**Writing** Arts features/reviews; artists' catalogues; (books) *Australia's Best Entrepreneurs* (Heinemann Library), *Careers in the Media* (Victoria Press).

### AREAS OF EXPERTISE

Secondary education (prescriptive, policy), fine art, legal, trade (non-fiction/fiction), corporate.

### AREAS OF INTEREST



Contemporary art, fiction, film, cultural.

### QUALIFICATIONS

BA (Philosophy); DipArts (ProfWritEd), RMIT.

### MEMBER

Victorian Writers' Centre, ACMI.

 Windows Prof. XP, Macintosh  
 Photoshop 7.0

## Carolyn Leslie

317 Springfield Road, Nunawading VIC 3131

Phone 03 9877 3797 Mobile 0409 993 356

E-mail cleslie@tpg.com.au ABN 23 324 897 214

Structural, content and copy editing, website editing, proofreading, writing and project management. Experienced on-screen editor.

**In-house** Editorial team leader at Thomson Legal & Regulatory, one year. Editorial and project management at Learning Services, Deakin University, three years. Editor, Penguin Books, one year. Editor, HarperCollins, three years.

**Freelance** Since 2003. Clients include CUP, Deakin University, Hinkler Books, MUP, UNSW Press, Pearson Education, World Vision.

### EXAMPLES OF WORK

**Editing** *Consumer Behaviour*, 3rd edn (Pearson Education). *Refugee Children* (World Vision). *GI Feel Good Series* (Hinkler Books). *History in Uniform* (NUS Press Singapore). *Migration and Refugee Law; Essential VCE Legal Studies* (CUP). *Old Land, New Landscapes* (MUP). *Personality and Performance; Empathic Intelligence* (UNSW Press). Course materials, handbooks and manuals for Deakin University.

**Writing** Student and staff policy and procedures manuals for Deakin University and Monash University.

**Project management** Undergraduate and postgraduate learning materials for Business, Law, Health and Science faculties.

**Teaching** Editing, Advanced Editing and Desktop Publishing, Deakin University. Editing and Publishing 2, Victoria University. Editing 1A, 1B, 2A and 2B, RMIT.

### AREAS OF EXPERTISE



Academic texts, business writing, legal texts, non-fiction, fiction and children's books.

### AREAS OF INTEREST

Academic, education, legal, trade and business publishing.

### QUALIFICATIONS

BA (Hons), MA, Monash University. GradDipProfWrit (Victoria University of Technology).

 Windows XP  
 Office 2003, InDesign

## Averil Lewis

### Edi'towreul

69 Sycamore Street, Caulfield South VIC 3162

Phone 03 9532 4170 Mobile 0402 782 312

Fax 03 9532 4170

E-mail anlewis@iprimus.com.au ABN 77 600 451 961

Manuscript assessment, all editing (hard copy, on-screen), proofreading, project management, author liaison, academic editor, consultant.

**In-house** Editor, Deakin University, 9 years. Senior Publishing Editor, Thomson Legal & Regulatory, 18 months.

**Freelance** From March 2004. Editing/project management (Monash University). Editing: Spinifex, Lothian, Tertiary Press, CUP, MUP.

### EXAMPLES OF WORK

**In-house Academic:** social sciences; law; health sciences.

**Commercial:** journalism; homelessness; building construction; decolonisation (Deakin). **Corporate:** accounting; HR; legal (Thomson).

**Freelance** Course materials (18 months) (Monash).

Publications: *Seven Sisters of the Pleiades* (Spinifex). *Shared Solutions* (Lothian). *Advanced Accounting; Early Childhood Education; Workplace Learning Environment*, Floristry, Nail Technology, *Bartja and Mayila* (textbooks) (Tertiary Press). Constitutional Systems of Australia, *Communication Across Cultures* (CUP). Histories of: Australian advertising industry; Railways of Victoria; Accounting Department, and Law School, Melbourne University (MUP).

### AREAS OF EXPERTISE

Academic, legal, history, Aboriginal mythology, cultural studies, social issues, corporate publications.

### AREAS OF INTEREST

Cultural studies, current affairs, tertiary education, social sciences, natural history, tai chi, biography, memoirs, essays, reference.

### QUALIFICATIONS

BA (Professional Writing), Victoria College. MA (English), Monash University.

 Macintosh  
 Office 2004

# Robert Leydon

## Langley Editing

15 Pearce Street, Burwood VIC 3125

Phone 03 9808 7730

Fax 03 9808 7730

E-mail [langleyediting@hotmail.com](mailto:langleyediting@hotmail.com)

ABN 68 711 308 396

Proofreading, editing, project management.

**Freelance** Seventeen years. Former CSIRO Editor. Wide experience with clients in business/corporate sector, education, government and science publishing. Clients include Blackwell Publishing Asia, Cambridge University Press, Australian and Victorian Government departments, CSIRO.

### EXAMPLES OF WORK

**Editing/proofreading** Books, journals, reports and general publications. For CUP: various VCE titles in the Checkpoints series. For CSIRO: Australian-based research titles.

### AREAS OF EXPERTISE

Proofreading, scientific/technical editing, biological sciences, chemistry, physics, general science, mathematics, revisions of general academic works.

### AREAS OF INTEREST

Business, communication, current affairs, ecology and the environment, education, engineering, humanities (history, law, political science), pharmacology, scientific journals, science (biomedical, environmental, life, physical), technology.

### QUALIFICATIONS

BSc(Hons), PhD (Organic Chemistry), University of Adelaide. Various Society of Editors courses.



Windows



Word

# Brett Lockwood

## Word Bytes

PO Box 473, Northcote VIC 3070

Phone 03 9480 1789

Mobile 0417 552 638

E-mail [brett@melbpc.org.au](mailto:brett@melbpc.org.au)

Web [www.wordbytes.com.au](http://www.wordbytes.com.au)

ABN 59 897 272 153

Policy & planning, IT, education (all levels), software evaluation/testing, user guides/manuals. Proofreading, indexing. Sixteen years on-screen editing. See website for details.

**In-house** La Trobe University, three years. East Gippsland TAFE, two years. RMIT, one year.

**Freelance** Since 1980. Dept Premier & Cabinet, Dept Education & Training, Dept Human Services, Pearson, ACER, CUP, OUP, Telstra. Teaching of on-screen editing for Australian Publishers Association.

### EXAMPLES OF WORK

**Editing/proofreading** *Child Protection White Paper* (Dept Human Resources). *Victoria's Future Workforce* (Dept of Victorian Communities). *Capital Investment & Planning Policy* (Dept Education & Training). *A Fairer Victoria – The Victorian Government's social policy action plan* (Dept Premier & Cabinet). *VCE and VCAL Administrative Handbook* (Victorian Curriculum and Assessment Authority). *Dreamweaver 8; XML Web Development With PHP* (SitePoint). *Standard for Management of Electronic Records* (Public Record Office Victoria). *Men and Women in Accountancy: A survey of Australian Accountants* (CPA Australia). Extended listing including download locations on my website.

**Training services** On-screen editing, Microsoft Word.

### AREAS OF EXPERTISE

On-screen editing, IT, statistical and demographic reports, policy, education, software testing. Indexer since 1980.

### QUALIFICATIONS

BA (Hons) (Sociology). Accredited indexer, Australian Society of Indexers.

### MEMBER

Australian Society of Indexers.



Windows



Office 97, 2000, 2002/XP, 2003 and Acrobat

# Estelle J. Longfield

## EJL-EDITING

26 Sevenoaks Road, East Burwood VIC 3151

Phone 03 9802 2943

E-mail [ejledit@optusnet.com.au](mailto:ejledit@optusnet.com.au)

ABN 28 926 479 760

Editing, copy editing, proofreading, revising from disk or hard copy, rewriting.

Particular interest in scientific writing and reports; magazine and journal articles in any non-fiction genre; primary and secondary publications in science, English, music; biographical and autobiographical works.

**Freelance** 1994– ongoing. Clients include Blackwell Publishing Asia, CSIRO, Revival Centres International, Siena College, Fintona, Hinkler Books Pty Ltd.

### EXAMPLES OF WORK

Revival Centres International: quarterly magazine *Voice of Revival*. *Point Percussion Therapy Exercise Techniques* by Mengde Yu. *A Family History* by Joyce Reed. Many Blackwell Publishing Asia journals. Many newsletters, reports and brochures. *501 Science Experiments for Kids* (Hinkler Books Pty Ltd).

### AREAS OF INTEREST

Life sciences, astronomy, music, children's and adolescent literature (fiction and non-fiction), gardening, art and craft, bushwalking, computer skills.

### QUALIFICATIONS

DipMedLabSci. Associate, Australian Institute of Medical Scientists (retired). DipProfWritEd. Many SocEds and APA short courses in grammar, etymology, proofreading, copy editing and punctuation. Certified Editor in the Life Sciences (ELS).

### MEMBER

Astronomical Society of Victoria, Musical Society of Victoria.



Windows



Office XP

## Frith Luton

PO Box 1136, Hartwell VIC 3124

Phone 03 9889 2118 Mobile 0411 138 260

Fax 03 9809 0252

E-mail frithluton@bigpond.com

ABN 90 080 273 286

Editing, proofreading, manuscript assessment and development, project management. Twenty years' experience.

**In-house** Editor and Senior Editor: Lothian Books, 1988–89.

Lonely Planet Publications, 1989–96. Addison Wesley Longman, 1996–97. Pearson Education, 1998.

**Freelance** Full-time since 1996. Clients include Pearson Education, Macmillan, Melbourne University Publishing, ACER, Tertiary Press.

### EXAMPLES OF WORK

**Editing** *Where Heaven and Earth Meet; The Soul Illuminated; The Book of Death; The Crowded Nest* (Lothian). *Managing Human Resource Systems; Commercial Cookery; Protecting Your Assets* (Tertiary Press). Several primary series, including *Inquisitive Maths for WA; Enrich-e-matics; Handwriting Matters* (Pearson). *Improve Your Spelling* series; *Mental Maths* (OUP). *New Classroom Shakespeare: Macbeth; Romeo and Juliet* (Harcourt).

**Proofreading** *The Dismissal; Ian Potter – A Biography; Australian Historical Studies* (MUP). *VCE Accounting; Focus on Business* (Macmillan). *Living Religion; Justice, Money, Markets* (Pearson).

### AREAS OF EXPERTISE

Trade, non-fiction and educational titles, including primary.

### AREAS OF INTEREST

Analytical psychology, mythology, natural health, history, astrology, travel, fiction, cartography, education, art, spirituality.

### QUALIFICATIONS

BA (Hons) (History), DipEd, University of Melbourne.

GradDipEdPub, RMIT. Master of Analytical Psychology,

University of Western Sydney. Various Society of Editors courses.



## Richard McGregor

44 Nell Street, Greensborough VIC 3088

Phone 03 9435 2491

Fax 03 9431 3668

E-mail rmcgregor@netspace.net.au

ABN 68 538 375 599

Structural editing and copy editing on-screen and on hard copy, proofreading, detailed manuscript assessment, compilation of indexes on screen.

**In-house** At *Meanjin* part-time, 1995–99. Structural editing, copy editing and proofreading.

**Freelance** More than ten years. Wide range of titles; clients include MUP, *Meanjin*, OUP, Thomson Learning, The Five Mile Press.

### EXAMPLES OF WORK

**Editing** *Australia: An Illustrated History* by Macdougall; *Mark Latham: The Circuitbreaker* by Donovan (The Five Mile Press). *Green Power* by Doyle; *Sydney's Century* by Spearritt; *The Kennett Revolution; Quicksands: Foundational Histories in Australia and Aotearoa New Zealand* (UNSW Press). *The Australian Constitution* (Constitutional Centenary Foundation). *Universal Human Rights* by James (LFB Scholarly Publishing).

**Proofreading** *The Oxford Book of Australian Letters; The Impact of Immigration in Australia; The Oxford Companion to the High Court; Re Orient: Change in Asian Societies* (OUP). *Degenerates and Perverts; A Public Life: The Memoirs of Zelman Cowen; These are the Names* (Miegunyah Press). *Meanjin* since 1995.

**Indexing** *Shakespeare and the Geography of Difference* by Gillies (CUP). *The Threads of Life* by Freadman (Chicago University Press). *Dancing with De Beauvoir* by Nettelbeck; *Traumascapes* by Tumarkin (MUP); *A Public Life* by Cowen (Miegunyah Press).

### AREAS OF INTEREST

Literature, history, politics, other humanities subjects.

### QUALIFICATIONS

MA (French) (La Trobe University). Translator, French and German into English.



## Janet Mackenzie

### Superscript Editing

446 Monkey Gully Road, Mansfield VIC 3722

Phone 03 5775 2988

Fax 03 5775 2988

E-mail superscript@netspace.net.au

ABN 32 380 100 402

Expert word-cruncher, skilled at preparing authors' output for publication: appraisal, rewriting, structural editing and copy editing (disk or hard copy); integration of text and artwork; editing of footnotes, bibliographies and indexes; collation of proofs. Good at negotiating with authors and familiar with commercial realities of costs and schedules.

**In-house** Editor, MUP, 1969–71. Editor, Routledge, London, 1971–72.

**Freelance** Thirty years full-time. Clients include major publishers of scholarly, educational and general books. Instructor, Society of Editors workshops.

### EXAMPLES OF WORK

**Author** *The Editor's Companion* (CUP).

**Editing** Greg Denning, *Beach Crossings* (Miegunyah Press), Stephen Bell, *Australia's Money Mandarins: The Reserve Bank and the Politics of Money* (CUP).

### AREAS OF EXPERTISE

Large projects; major cuts and rewrites; complex page layouts. Prolixities docked, dullnesses enlivened, fads eliminated.

### AREAS OF INTEREST

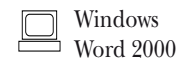
Environmental subjects (especially botany and alternative technology), feminism, education, history and genealogy, law and criminology, literature, current affairs. Good general knowledge.

### QUALIFICATIONS

BA (Hons) (English Language), University of Melbourne. Fellowship of Australian Writers' Barbara Ramsden Award (1971).

### MEMBER

Honorary Life Member, Society of Editors (Vic.); liaison officer, Institute of Professional Editors.



## Nan McNab

PO Box H, Aireys Inlet VIC 3231

Phone 03 5289 6231 Mobile 0428 896 231

Fax 03 5289 6231

E-mail nanmcnab@bigpond.net.au

ABN 88 984 865 866

Experienced wordsmith, able to see both wood and trees. Manuscript assessment, rewriting, structural and copy editing, proofreading.

**In-house** Editor, The Hawthorn Press. Senior Editor, Pitman Publishing and Oxford University Press.

**Freelance** Full-time since 1984. Most major publishers.

### EXAMPLES OF WORK

**Fiction editing** **Children's**: *Freaky Fearless Fred* series (The Five Mile Press). *Little Fur* series, *Runcible Jones* series (Penguin). **YA or adult**: *Torments of the Traitor*, *Alyzon Whitestarr* (Penguin).

**Non-fiction editing** **Gardening, botany, DIY**: *Grow Your Own Herbal Remedies* (Hyland House). *Fruits of the Rainforest* (Nokomis). *The Penguin Australian Do-It-Yourself Manual*; *The Australian Backyard* (part) (Viking). **Educational**: 'Book People' (Macmillan). **Law**: *Rural Law Handbook* (Victoria Law Foundation). **History**: *Faces of Federation* (Royal Historical Society). *Guns and Brooches* (OUP). *Jumping over the Wheel* (Allen & Unwin).

**Proofreading** *Shearwater* (Viking).

**Writing** Children's fiction, educational, non-fiction, stories.

### QUALIFICATIONS

BA (English Language and Literature), University of Melbourne. In-house training.

### MEMBER

Australian Society of Authors.

 Windows, Macintosh  
 Word, InDesign, Quark XPress

## Catherine Magree

1/312 Wattletree Road, East Malvern VIC 3145

Phone 03 9509 5916 Mobile 0405 708 908

Fax 03 9509 5916

E-mail cmagree@optusnet.com.au

ABN 52 052 620 056

Structural editing, copy editing and proofreading of non-fiction, particularly educational materials, reports, booklets, newsletters and brochures.

**In-house** Journalist for Leader Newspapers and David Syme & Co for three years. Information Officer for the Brotherhood of St Laurence for three years.

**Freelance** Since 2001.

### EXAMPLES OF WORK

**Editing** Text accompanying digital resources for students and teachers (The Le@rning Federation). *SkillWorks! A Weekly English Homework Program* (books 1–4) (Oxford University Press). *Voices and Visions from India* CD-ROM; *Discovering Democracy Upper Secondary Collection*; *Working the Web* (co-editor) (Curriculum Corporation). Undergraduate materials in Management (DeakinPrime).

**Proofreading** *Macquarie Study Guides: VCE English Units 3 and 4* (Macmillan). *Hearing the Need* (Deafness Foundation).

### AREAS OF EXPERTISE

Education and training, literature, social issues.

### AREAS OF INTEREST

History, politics, the arts, promotional materials.

### QUALIFICATIONS

BA (English Literature and Politics), MA (English Literature), University of Melbourne. DipProfWritEd, RMIT. Society of Editors on-screen editing course.

 Windows XP  
 Office 2003

## Michelle Manly

82 Miller Street, West Preston VIC 3072

Phone 03 9495 0737 Mobile 0401 795 495

E-mail majura@optusnet.com.au

ABN 56 184 469 665

Structural editing, copy editing, proofreading, publication project management. Editing for plain English and corporate style. Editing (or rewriting) for consistency of style in multi-author works. Writing for government and corporate publications.

**In-house** More than ten years' experience in government communications. Editor of newsletters and periodicals for Australian Government departments. Researcher, editor and writer for the Australian Government's Culture and Recreation Portal, speechwriter to Australian Government ministers.

**Freelance** Since 2004. Clients include Department of Human Services (Victoria), Cinden Lester Communications (Canberra), Shire of Yarra Ranges, Victoria Law Foundation.

### EXAMPLES OF WORK

**Editing and publication project management** *The Tax Agent* (Australian Taxation Office). *DATA* magazine (Department of Communications, Information Technology and the Arts). *Maternal and Child Health Program resource guide 2005–06* (Department of Human Services). Housing strategy (Shire of Yarra Ranges). *Yanagai! Yanagai!*—teachers notes (Victoria Law Foundation).

**Writing** Articles for the Culture and Recreation Portal; media releases; magazine articles; speechwriting.

### AREAS OF EXPERTISE

Government and corporate reports, newsletters, web pages.

### QUALIFICATIONS

BA (Hons) (French, English Literature), Monash University. GradCertProfComm, University of Southern Queensland. Editing short course, ANU.

 Windows XP  
 Word 2002

# Nancy Mills

## Millwright Context Pty Ltd

PO Box 18166, Collins Street East VIC 8003

Mobile 0408 336 434

E-mail mail@millwright.com.au

ABN 98 088 401 165

Twenty-one years of experience in public affairs, writing, editing and journalism.

Hard copy and on-screen copy editing, structural editing and proofreading. Research, writing, editing and project management of reports, newsletters, feature articles, media releases, speeches and case studies.

**Freelance** Since 1994. Clients include Victorian Departments of Primary Industries (DPI), Innovation, Industry and Regional Development (DIIRD) and Sustainability and Environment (DSE), Australian Medical Association of Victoria, Beazer Publishing, Australian Nuclear Science and Technology Organisation (ANSTO), Clifton Consulting, Chisholm Institute.

### EXAMPLES OF WORK

*Our Rural Landscape* impact stories and scientist profiles for DPI (2005–07). *Future Vision* (2006), *Bragg Institute* (2005) and *OPAL* (2005) brochures for ANSTO. Naturally Victorian Initiative annual reports (2000–01 to 2007). *Food Partnerships* quarterly newsletter (1998–2007). Case studies and brochures for the Australian Synchrotron Project. Various legal studies texts for Beazer Publishing.

### AREAS OF EXPERTISE

Science, agriculture, humanities and social sciences, economics, food and health, monitoring and evaluation, educational materials.

### QUALIFICATIONS

BSc (Hons 1A) (Chemistry), University of Western Australia.  
GradDip Communication, University of Technology, Sydney.



Macintosh

Office 2004, Adobe Acrobat 6

# Bette Moore

35 Wales Street, Thornbury VIC 3071

Phone 03 9484 6437

E-mail bettemo@bigpond.com

ABN 95 710 152 405

Copy and structural editing (disk or hard copy) and proofreading of tertiary texts, reports and articles.

**In-house** Editor/Publications Manager, Victorian Law Reform Commission 1988–1991. Academic Editor, Oxford University Press, 1993.

**Freelance** Editing of social science academic books and reports since 1992, editor of national *Local Government Manager* magazine 2000–2004, proofing of *Health Issues Journal*, and editing/writing of brochures and annual reports.

### EXAMPLES OF WORK

**Writing, editing and proofreading** Tertiary social science text books: Oxford University Press, Melbourne University Press, Thompson Higher Learning, RMIT. Research papers: Brotherhood of St Laurence. Plain English discussion papers/reports: Victorian Law Reform Commission. Annual reports: Banking Ombudsman, Brotherhood of St Laurence, Victorian Council of Social Service. Aboriginal Affairs Policy Discussion Paper: Department of Premier and Cabinet.

### AREAS OF EXPERTISE AND INTEREST

Plain English editing or rewriting of texts and reports, political science and humanities tertiary texts.

### QUALIFICATIONS

MA (Politics), University of Essex, UK. GradDipEd&Pub, RMIT.  
BA (Hons) (History), Monash University. DipEd, Monash University. Units of La Trobe University, Master of Policy and Law.



Windows XP

# Helen Bethune Moore

10 Hawthorn Road, Caulfield North VIC 3161

Phone 03 9509 7067

Mobile 0402 354 653

Fax 03 9509 7067

E-mail hbmedit@optusnet.com.au ABN 624 558 72099

Full range of editorial services, including project management and literacy consultancy.

**In-house/Freelance** Twenty-one years

### EXAMPLES OF WORK

**Project management** *Reading Rhymes*, CCI TRB—US market (Oxford University Press).

**Editing** Early literacy: *Chatterbox* (Pearson Education). *Reading Rhymes* (OUP). Primary non-fiction: *Four Corners* (Pearson Education and Dorling Kindersley). *Healthy Choices* (Macmillan Young Library). *Why Is It So?* (Scholastic Canada). TRBs, including BLM design. *Cambridge VCE Accounting* and teacher CD-ROMs (Cambridge University Press). *Schooling for the Knowledge Era* (Australian Council for Educational Research). Various PNG titles including *Money and Banking in PNG* (Melbourne University Press). Tertiary learning materials, including history, aquaculture, accountancy, psychology and education.

**Literacy consultancy** *Windows on Literacy*, National Geographic (Ibis for Kids Australia).

**Writing** *Chatterbox* (nine titles), Pearson. *Windows on Literacy* (four titles), National Geographic. *Why Is It So?* (four titles), Scholastic Canada.

**Proofreading** Reports, educational texts, online publications.

**Indexing** *Antiquities 3* (OUP).

### AREAS OF EXPERTISE

Primary literacy and versioning, history, philosophy of education.

### QUALIFICATIONS

BA (History and Literature), UNSW. GradDip (Media), Canberra University. Certificate IV in Workplace Training, SWTAFE.

### MEMBER

Australian Society of Authors



Windows XP

MS Office 2004, Adobe Creative Suite

# The NightWriter

## Glen Dower

751 Rathdowne Street, Carlton North VIC 3054

Phone 03 9347 3049

Mobile 0432 269 226

Fax 03 9347 3049

E-mail [writer@alphalink.com.au](mailto:writer@alphalink.com.au)

ABN: 65 450 563 891

Copy editing (disk, hard copy), proofreading, newspaper/magazine-style sub-editing, writing—feature stories, personal and organisation profiles.

**In-house** 1970–90. **Journalist:** *Sun News-Pictorial* (now *Herald Sun*), *Sunday Observer*, *TV Week*, *City Extra*, *Melbourne Times*, *Leader Newspapers*. **Journalist/sub-editor:** *Ballarat Courier*, *Standard Newspapers*, *Herald Sun*.

**Freelance** 1997 to present. Clients include: Better Health Channel (online editing). Victorian Adult Literacy and Basic Education Council magazine *Fine Print* (copy editing/proofreading). Dept of Human Services (copy editing/proofreading). Victoria University magazine *Connections* (writing). Australian and New Zealand Insurance Institute (copy editing/proofreading training texts). Self-Help and Addiction Resource Co-operative (structural and copy editing). State Dept of Natural Resources and the Environment (writing/copy editing).

## QUALIFICATIONS

BA (Literature & Australia Studies), Deakin University. GradDip Criminology, University of Melbourne. DipProfWrit&Ed, RMIT. GradCert Addiction Studies, Curtin University. Extensive knowledge of Australian military history 1899–1972 and popular culture, 1955–75.

## MEMBER

Australian Freelance Writers' Network, Victorian Writers' Centre, Fellowship of Australian Writers.



Windows XP  
Office 2007 (incl. Word 2007, Outlook Express 6,  
Netscape 7.2, Quark Xpress 4.5, Photoshop 6,  
Pagemaker 6.5, Acrobat 5.

# Mary-Jo O'Rourke

16 Lyle Street, Brunswick VIC 3056

Phone 03 9387 0063

Mobile 0438 014 661

E-mail [maryjo@alphalink.com.au](mailto:maryjo@alphalink.com.au)

ABN 20 906 032 025

Copy editing (on-screen and hard copy), styling, proofreading, structural editing of manuscripts, books, reports, websites and academic work including postgraduate theses; also manuscript assessment, writing and research.

**Freelance** Since 2002. Clients include Curriculum Corporation, Thomson Learning, Victoria University of Technology, Australian Institute of Family Studies, WordsRU, Lonely Planet.

## EXAMPLES OF WORK

**Editing** Reports: *The Implementation of a New Parenting Practice Model* (VUT). *Doing Action Research* (AIFS). Primary/secondary education: AIM test books in numeracy and literacy for Years 3, 5 and 7 (Curriculum Corporation). Secondary French: *Tapis Volant 1*, 2nd edn (Thomson). Tertiary education: *Australian Business Statistics*, abridged edn (Thomson). Websites: *Timewize Fresh; Inspiring Workplace Solutions*. Fiction manuscripts: *The Shepherd's Purse*, *In the Beginning* (WordsRU).

**Styling** Tertiary education: *Macroeconomics*, 2nd edn (Thomson).

**Writing** Non-fiction: *Nepali Phrasebook*, 2nd, 3rd and 4th edns (Lonely Planet).

## AREAS OF EXPERTISE

Languages and linguistics, grammar, academic/scientific terminology, plain English, thesis editing.

## AREAS OF INTEREST

Travel, South Asian culture, politics, social issues, feminism, singing, science fiction, fantasy, crime fiction.

## QUALIFICATIONS

BA (Hons) (Linguistics), MA (Linguistics), La Trobe University.



Windows XP  
Word 2003, PowerPoint 2003

# Otmar Miller Consultancy Pty Ltd

## creating successful communication

GPO Box 1434, Melbourne VIC 3001

Phone 03 9376 5848

Fax 03 9376 5848

Web [www.otmarmiller.com.au](http://www.otmarmiller.com.au)

ABN 84 088 823 198

Full range of writing and editorial services, specialising in manuscript development, research and project management.

## RENÉE OTMAR

75 Fisher Parade, Ascot Vale VIC 3032

Mobile 0409 792 799

E-mail [office@otmarmiller.com.au](mailto:office@otmarmiller.com.au)

**In-house/Freelance** Seventeen years.

## EXAMPLES OF WORK

Available on request.

## AREAS OF INTEREST AND EXPERTISE

Health promotion, drug & alcohol issues, media studies, parenting, education, young adult fiction, adult fiction, sport, true crime, reference. Short-term travel & temporary in-house contracts.

## QUALIFICATIONS

BA (Politics, Media Studies), Swinburne. GradDipEdPub, MA (Communications), RMIT. Currently undertaking MPH, University of Melbourne.



Macintosh

## L. ELAINE MILLER

Little Grey House, 24 Foam Street, Elwood VIC 3184

Phone 03 9504 6880

Fax 03 9504 6880

E-mail [lemur44@optusnet.com.au](mailto:lemur44@optusnet.com.au)

**In-house/Freelance** Fourteen years.

## EXAMPLES OF WORK

*Suspended Sentences: Discussion Paper* and *Final Report; High-Risk Offenders: Final Report* (Sentencing Advisory Council). *Death Investigation and the Coroner's Inquest; International Trade Law and the WTO; Principles of Planning Law, Australian Family Law* (OUP).

## AREAS OF INTEREST AND EXPERTISE

Law, philosophy, history, politics, industrial relations, reference, music, film.

## QUALIFICATIONS

BA (Hons), MA (English), MA (Philosophy), Ohio State University. LLB, Monash University. Admitted to practise law in Victoria.

## MEMBER MEAA



Windows XP

# Wendy Owen

## In Other Words

3 Carew Street, Sandringham VIC 3191

Phone 03 95334600

Mobile 0417847495

E-mail wowen@bigpond.com; wendy.owen@vu.edu.au

ABN 35475968154

Structural and copy editing, research, interviewing, writing, English language teaching, media relations skills. Experienced reporter, researcher, feature writer, sub-editor for international news organisations. Writer/researcher travel books and memoirs.

**In house** *The Age*, *The Independent*, Reuters, Lonely Planet, Victoria University. Communications officer, UN agencies FAO, IFAD; SBS.

**Freelance** Clients include National Gallery of Victoria, Princeton Publishing, Deakin University, Box Hill TAFE, ABC, *The Guardian*, *The Observer*, *The Sunday Times*, the *Los Angeles Times*, NBC, ABC Network (US), The Associated Press.

## EXAMPLES OF WORK

Published in *The Age*, *The Observer*, *The Associated Press*, *Bookseller & Publisher*, *US News & World Report*, Birnbaum's *Italy*, Lonely Planet's *Italy* and *South Pacific*. Media releases.

## AREAS OF INTEREST AND EXPERTISE

Literary non-fiction, travel narratives, fine art, academic theses and journal articles in education and social sciences. Tertiary lecturer in travel writing, feature writing, editing, English language and academic writing skills for Deakin, Victoria and RMIT Universities and Box Hill TAFE. Fluent Italian. Excellent electronic and online skills.

## QUALIFICATIONS

BA (English), BA Hons (Fine Art), Monash University. GradDip (TESOL), Charles Sturt University.



Windows 2000; XP

Office 2003; InDesign, Acrobat

# Sally Paxton

71 Lilicur Road, Montmorency VIC 3094

Phone 03 9431 6230

Mobile 0410 042 121

Fax 03 9431 6230

E-mail sjpaxton@optusnet.com.au

ABN 62 854 223 107

Copy editing, structural editing, proofreading, project management, manuscript assessment.

**In-house** Editor at CSIRO publishing for three years. Senior Secondary Editor at Macmillan Education for three years. Project Editor at Dorling Kindersley London for eighteen months. Primary Editor at Thomson Learning for three years.

**Freelance** Since 1996. Clients include Harcourt Education, Thomson Learning, Macmillan Education, Dorling Kindersley, Cambridge University Press, Publications Management, Victoria Law Foundation.

## EXAMPLES OF WORK

Editing primary school readers (fiction and non-fiction) and teacher guides for Harcourt Education and Thomson Learning. Editing and proofreading secondary textbooks for Macmillan. Editing *Advocacy* by David Ross QC and *The Art of Argument* by Christopher Kee for CUP. Proofreading trade titles for DK. Proofreading industry magazines for Publications Management. Editing a suite of educational materials for VLF.

## AREAS OF EXPERTISE AND INTEREST

Educational materials, reading schemes, teacher guides, humanities, the law, general trade books.

## QUALIFICATIONS

BA (Hons) (Philosophy), University of Melbourne.  
GradDipEdPub, RMIT.



Mac OS X

Word.

# Carole Pearce

3 Bennett Street, Richmond VIC 3121

Phone 03 9429 8673

Fax 03 9429 8673

E-mail zimreview2@bigpond.com

ABN 61 954 534 890

**In-house** Senior Editor (full-time) Insight Publications (2005).

**Freelance** Full-time on-screen, editing (academic and professional), language editing, copy editing, proofreading, project management, rewriting, indexing, preparing authors' manuscripts for submission to publishers. Some typesetting and design experience Recent clients include Blackwell Asia, Blackwell UK, Sage, UNESCO, UNICEF, City of Melbourne and private clients internationally. Twelve years' editing experience, 20 years' academic experience.

## EXAMPLES OF WORK

Recent work includes academic journals, illustrated school textbooks, theses and dissertations, illustrated books for private clients, some commercial work, multi-authored books, conference proceedings, theses and dissertations.

**Areas of expertise** Copy editing for academic journal publishers, language editing for non-native English speakers and private commissions by e-mail, fax and on-screen; working for not-for-profit organisations. Wide range of specialisations and interests, including the social sciences, medical science, education, social issues, planning and architecture. Competence in using different publishers' house styles and sound knowledge of differences between Australian, British and US English.

## QUALIFICATIONS

MA (Philosophy). PGCE. BA (Hons) (Sociology).

## MEMBER

Society of Editors (Victoria) Committee (2004–05), Society for Editors and Proofreaders (UK).



Windows XP

Office 2003, InDesign

## John M. Peter

19 Monash Street, Box Hill South VIC 3128

Phone 03 9849 0464 Mobile 0414 883 598

Fax 03 9898 0045

E-mail johnmpeter@optusnet.com.au

ABN 94 559 571 197

Editing, indexing, technical writing, proofreading, (re)writing, abstracting.

**In-house** Senior Editor, Birds Australia, 1999–2005. Editor, Birds Australia, 1987–99.

### EXAMPLES OF WORK

**Editing** *Handbook of Australian, New Zealand and Antarctic Birds* (HANZAB), Volumes 5–7 (OUP). *Wildlife of the Box–Ironbark Country* [bird texts] (CSIRO). Honorary editor *Australian Bird Watcher* (Journal of BOCA), 1997–2000.

**Proofreading** *The New Atlas of Australian Birds; The Taxonomy and Species of Birds in Australia and its Territories* (Birds Australia).

**Indexing** *We Are the Weather Makers* by Tim Flannery (Text). *The Taxonomy and Species of Birds in Australia and its Territories* (Birds Australia).

**Bibliographic research** *Handbook of the Birds of the World*, Volumes 3–4 (Lynx Edicions).

### AREAS OF EXPERTISE

Environment, ornithology, written 36 ornithological papers/reports, and 1191 texts for HANZAB volumes 1–7.

### AREAS OF INTEREST

Birds, ecology, travel.

### QUALIFICATIONS

Bachelor of Science (Zoology, Physical Geography), Monash University. Received 2001 and 2003 Whitley Book Awards for best zoological handbook.

### MEMBER

Birds Australia, Bird Observers' Club of Australia, Geelong Field Naturalists' Club.

 Windows  
 Word, Excel, PowerPoint

## Ann M. Philpott

1/346 Whitehorse Road, Balwyn VIC 3103

Phone 03 9830 0494

E-mail philpottannm@optusnet.com.au

ABN 76 705 142 243

Full editorial service from concept to finished product for fiction and non-fiction publications, including hard-copy and on-screen copy editing and structural editing, and proofreading. Project management, manuscript assessment and development, research, writing, copy-writing and indexing.

**In-house** Book and newspaper publishers, specialising in trade, educational and religious publishing.

**Freelance** Thirteen years.

### EXAMPLES OF WORK

**Manuscript assessment and development** *Suppression* (romantic novel).

**Editing** *Unravelling Identity: Immigrants, Identity and Citizenship in Australia* (Common Ground). *Jorell* (children's fiction) (Australian Booksellers Association). *Little Gems: Short Story Anthology* (Romance Writers of Australia). *Sound Reading and Writing Books 1, 2 and 3* (Macmillan). *Financial Planning and Management for Small Business Success* (Tertiary Press).

**Editing and writing** *Real Estate: A Guide for Buyers and Sellers* (Consumer Affairs Victoria).

**Indexing** *Domestic Building Disputes in Victoria* (Anstat). *Studies of Religion* (Thomson Learning).

### AREAS OF EXPERTISE

Business, economics, management, law, educational publications (primary, secondary, tertiary), religion, theology, directories, reports, manuals, language, literature, humanities, German, French, fiction (adult, children's), general trade non-fiction.

### QUALIFICATIONS

BCom, BA(Hons), GradDipEd, GradDipProfWrit&Edit, BTheol.

### MEMBER

Australian and New Zealand Society of Indexers, Victorian Institute of Teaching.

 Windows  
 Office 2000, Cindex 1.5

## Carolyn Pike

1 Grace Street, Nelly Bay QLD 4819

Phone 07 4778 5684

E-mail tucana2@bigpond.com

ABN 74 839 052 746

Structural and copy editing (disk and hard copy) of educational texts, especially medical, sciences and mathematics; proofreading; manuscript assessment; project management.

**In-house** Assistant and Senior Copy Editor, *Medical Journal of Australia*, 1987–90. Production Editor and Senior Supervising Editor, McGraw-Hill Australia, 1991–97.

**Freelance** Since 1997. Clients include McGraw-Hill, Elsevier, Cambridge University Press, Macmillan, Thomson, Thomson Legal & Regulatory (Lawbook).

### EXAMPLES OF WORK

**Editing (hard copy and disk)** **Sciences:** *Biology*, 1st edn (in-house), 2nd edn, 3rd edn (McGraw-Hill). **Medical:** *Lewis's Medical–Surgical Nursing* (Elsevier). *General Practice* (McGraw-Hill). *Clinical Sports Medicine*, 1st–3rd edn (McGraw-Hill). *Psychological Science: An Introduction* (McGraw-Hill). *Examination Medicine* (Elsevier). **Maths:** *MathsWorld* (Macmillan). *Developmental Mathematics Books 1 & 2* (McGraw-Hill). **Law:** *An Introduction to the Law of Contract* (Lawbook). *Litigation: Past and Present* (UNSW Press).

**Proofreading** *South America on a Shoestring 10* (Lonely Planet).

### AREAS OF EXPERTISE

Tertiary and secondary educational texts, medicine, biology, chemistry, physics, general sciences, mathematics, legal.

### AREAS OF INTEREST

Medical and allied health areas, environmental subjects (especially conservation), visual arts, social and political issues.

### QUALIFICATIONS

BSc (Pharmacology, Biochemistry), The University of Sydney. BA (Literature, Drama), Macquarie University.

 Windows XP  
 Office 2003



## Petra Poupa

42 Birmingham Street, Spotswood VIC 3015

Phone 03 9327 2862 Mobile 0419 355 251

E-mail [petrapoupa@gmail.com](mailto:petrapoupa@gmail.com)

ABN 43 706 266 191

Copy editing (on-screen or hard copy), project management, proofreading, writing.

**In-house** Editor, Pearson Education Australia for a total of four years.

**Freelance** Since 2005. Children's education material for clients including Pearson Education, fiction and marketing material.

### EXAMPLES OF WORK

**Project management and writing** *Comet, Explore* and *Challenge* quarterly magazines since 2001.

**Editing and proofreading** Primary education: 20 titles SupaDooopers 3 series; *Writing Works!*; 7 titles Supa Dazzlers series; 2 titles *Taking Note*, Longman Book Project Activity Masters; Primary Catalogue 2004–2005; School Hotline newsletter (Pearson Education). Magazines: *Pandora* quarterly magazine (two years); *Comet, Explore* and *Challenge* quarterly magazines (Pearson Education). Trade fiction: *Argonautica*.

### AREAS OF INTEREST

History, mythology, education, fiction, conservation and environment, gardening.

### QUALIFICATIONS

DipArts (ProfWritEd) RMIT. APA and Society of Editors courses (including Structural Editing, Editing On Screen, Copywriting for Editors, History of English, Promotional Writing). Language in Australian Society unit, Monash University. Information Technology unit, Deakin University. Certificate in Desktop Publishing for Industry short course.



Windows XP Professional, Macintosh

Office 2003, Adobe Creative Suite CS2 (including Photoshop, Illustrator, FrontPage, Acrobat 7); Familiar with PageMaker, Quark XPress

## Lisa Prager

### Lisa Prager Corporate Communications

21 Laurie Street, Newport VIC 3015

Phone 03 9399 2125 (from January 2008)

Mobile 0412 671 427

E-mail [lprager@bigpond.net.au](mailto:lprager@bigpond.net.au)

ABN 90 289 713 572

Full-time. Editing and proofreading (on-screen only 2007). Some knowledge of French, Latin, German.

**In-house** Journalist (UK), twelve years. Writer, and latterly Deputy Manager, Corporate Affairs Department, Gas and Fuel Corporation, ten years.

**Freelance** Since 1997. Clients include National Gallery of Victoria, *Victoria Government Gazette*, Anecdote (management consultancy), International Survey Research, Hume City Council, Boroondara City Council, Office of Gas Safety, National Institute of Accountants.

### EXAMPLES OF WORK

**On-screen editing** 2007 graduate and postgraduate course handbooks (La Trobe University). Series of papers on management (Anecdote Pty Ltd). Annual Report & Enterprise Agreement (Hume City Council).

**Editing** Exhibition catalogues for NGV (Munch, Peter Booth, Charles Blackman, two Aboriginal art catalogues). State Business Tax Review committee report (Victoria Government).

**Proofreading** *Victoria Government Gazette*. Melbourne Festival brochure.

### AREAS OF INTEREST

English literature (fiction, theatre, poetry), music, singing, literary/arts criticism, corporate documents, the environment, plain English, languages, cats and animals, personal development.

### QUALIFICATIONS

BA(Hons) (English), University of London. RMIT/PRIA Certificate in Public Relations, RMIT. NCTJ Proficiency Certificate (journalism), UK.



Windows XP

MS Office XP 2002 (Word, Excel, Access, PowerPoint)

## Quillpower PR Publishing

### Christina Crossley Ratcliffe

PO Box 21, Carlton North VIC 3054

Phone 03 9380 9600 Mobile 0400 655 884

Fax 03 9380 9600

E-mail [quillpower@bigpond.com](mailto:quillpower@bigpond.com)

ABN 26 045 894 423

Let us check your website and all promotional material to ensure an excellent corporate image. Good spelling and grammar instil customer confidence. We write and sub-edit on all topics for all media: features, news, general journalism, drama or broadcast scripts, manual, hard copy or on-screen editing, plus audio transcription. We offer total desktop publishing and production, liaising with designers, photographers, illustrators, translators and printers.

**Freelance** Since 1966. Advertising and public relations agencies, writing and sub-editing national magazines, weekly and daily newspapers, e-zines. Desktop publishing for multinational company, not-for-profit organisations, small airlines and tourism. Radio and TV news sub-editing and production. Audio transcripts. Hansard reporting. Co-founding sub-editor of e-zines *Dinkum!* and *Bonzer!*, 2001.

### AREAS OF INTEREST

Media, DTP, IT, eco-sustainability, health, psychology, philosophy, child development, genealogy, history, multiculturalism, drama.

### QUALIFICATIONS

Adv Cert Applied Management Communications (PR) RMIT, 1991. Cert IV Magazine Writing, Editing and Publishing, RMIT, 2001. Ongoing education in media communications technology, media law, website design, travel writing, etc.



Win98, XP Home

MS Office, Publisher, Adobe, Pagemaker. Cyperpage experience.

# Tony Rainer

## Tony & Valina Rainer Sound Words

171 Gipps Street, Abbotsford VIC 3067

Phone 03 9419 6316 Mobile 0400 136 619

Fax 03 9419 6316

E-mail rainersw@iprimus.com.au

ABN 58 032 216 253

Copy editing (disk, hard copy), proofreading.

**In-house** Since 1966. **Copy editing, proofreading** Law Book Co., 1966–72, 1994. Melbourne University, 1973–93 (publications section head). Human Services Victoria 1996. Law Institute Victoria, 2000, 2006–07. MAS Royal Commission, 2001. Building Industry Royal Commission, 2002–03. Tenix Defence/Navantia (navy tender bid), 2006. **Media relations** Melbourne University, 1979–83. Boroondara City, 1997–2000.

**Freelance** Since 1994. Academic, educational, legal and general book publishers, government, service organisations, non-fiction writers. Arts reviewing.

### EXAMPLES OF WORK

**Editing Educational:** Projects for ACER. **Classical studies:** *Caesar's Legacy* (CUP). **Environment:** *Water, Wit and Wisdom* (WaterRight). **Legal:** *Law Institute Journal* articles.

**Proofreading** Since 2001. Clients include ACER, CFA, CUP, MUP, OUP, Law Institute, Lothian, Pearson Education, Perks Design (Melbourne Airport reports), Swinburne University of Technology.

**Writing** Entries, *Australian Dictionary of Biography*, *Oxford Companion to Australian Music*, *Currency Companion to Music and Dance in Australia*, *Musicology*.

### AREAS OF INTEREST

Law, history, politics, government, education, music, musicology, theatre, opera, genealogy, annual reports.

### QUALIFICATIONS

BA (Music, Philosophy, English and History), MA Prelim. (Music), Melbourne.



Windows XP  
Office 2003 Professional

# Valina Rainer

## Tony & Valina Rainer Sound Words

171 Gipps Street, Abbotsford VIC 3067

Phone 03 9419 6316 Mobile 0417 515 531

Fax 03 9419 6316

E-mail rainersw@iprimus.com.au

ABN 58 032 216 253

Copy editing (disk, hard copy), structural editing, writing, proofreading, translating, project management, media relations, speeches.

**In-house Editing, proofreading, writing, communications, research** Deakin University, 1994–96. Human Services Victoria, 1996. Boroondara City, 1998–99. Mornington Peninsula Shire Council, 1999. MAS Royal Commission, 2001. Building Industry Royal Commission, 2002–03. Tenix Defence/Navantia (navy tender bid), 2006.

**Freelance** Since 1990. Clients include OUP (education, law, health sciences), CUP (law, political science, middle eastern studies, Japanese culture, music, modern Australia, health sciences), MUP (fine art, letters, medicine, environmental science, history), ACER, AFAC, BHP Billiton, Industrial Relations Victoria, Law Institute of Victoria, Victorian Law Reform Commission.

### EXAMPLES OF WORK

**Editing** Multi-authored works: *Report of the Royal Commission into the Building and Construction Industry* (also co-ordinated editorial team). *Family and Social Policy in Japan* (CUP); *Privacy, Property and Personality* (CUP).

### AREAS OF INTEREST

Academic, educational, law, government, business, arts, food and travel texts; fiction; family history; manuscript development; music.

### QUALIFICATIONS

TSTC, University of Melbourne. BA (Philosophy, Music, German, English), University of Sydney. PhD (Philosophy), Monash University. **Languages:** German, French, Italian, Japanese.



Windows XP  
Office 2003 Professional

# Eve Recht

## Writer & Editor

86–88 Wingrove Street, Alphington VIC 3078

Phone 03 9497 1332 Mobile 0425 776 494

E-mail everecht@optusnet.com.au

ABN 53 412 147 233

Consultancy in test development and assessment. Educational writing (non-fiction, assessment, teachers' notes and lesson plans, anthologies, handwriting and other workbooks). Structural editing, copy editing, manuscript evaluation.

**In-house** Research Fellow, working in Test Development, Australian Council for Educational Research, 1994–2002.

**Freelance** Educational writing and editing: primary texts, teachers' materials, children's non-fiction and anthologies, literacy materials, test development, 1980–94 and 2002–07.

### EXAMPLES OF WORK

**Writing** *Write Well* handwriting; *A Purple Patch* anthology; *Living Through a Natural Disaster*; *Catching on to Comprehension* (Pearson Education). Teachers' notes for *Tough Stuff* (Allen & Unwin). Lesson plans for *Legacy of the Silver Shadow* (Australian Children's Television Foundation). *DART Mathematics* (ACER). *Change in my Community* (Thomson Learning).

**Collaborative writing and editing** State-wide and other assessment programs in English and Mathematics (ACER, Curriculum Corporation, VCAA). *Reading Assistance Kit* (Dept of Education, Science & Training).

**Editing** Curriculum and assessment materials. Teacher reference, primary school texts in English, mathematics, music and SOSE, manuscript reviews for publishers and authors.

### AREAS OF EXPERTISE

Curriculum, assessment, primary education, handwriting, language usage.

### QUALIFICATIONS

BA (Hons) (Sociology), DipEd, La Trobe University.

### MEMBER

Australian Society of Authors, Victorian Writers' Centre.



Windows  
Office XP

# Red Pony Pty Ltd

## Peter D. Riches

PO Box 1299, Fitzroy North VIC 3068

Phone 03 9489 6967

Mobile 0421 766 235

Fax 03 9489 6767

E-mail mail@redpony.com.au

Web www.redpony.com.au

ABN 34 121 832 817

Writing, editing, proofreading, instructional design, project management, web development.

**In-house** Content Director, Senojweb Pty Ltd, 1996–2001.

Instructional Designer and Editor, Riverdeep Interactive,

Dublin, 2002. Technical Writer, Infosys Technologies, 2004–05.

Project Manager and Editor, Department of Sustainability and Environment, 2005–06.

**Freelance** Red Pony was established in 2003, registered as a company in 2006. Clients include government, NGO and corporate: Australian Bureau of Statistics, Department of Sustainability and Environment, Digital Bridge, Kimberley Aboriginal Medical Services Council, Parenting Research Centre, SitePoint Interactive.

### EXAMPLES OF WORK

**Editing and proofreading** *Community Engagement Kit, Coastal Spaces Study* (DSE).

**Technical writing** *auCD User Manual* (SitePoint). *SP AusNet Asset Management Strategy* (HH Content).

**Instructional design** *A Tale of Two Worlds* educational CD-ROM (ABS).

**Tender writing** Telecommunications, banking, finance, insurance (Infosys Technologies).

**Web development** *Engagement Planning Tool* (DSE). *National Education Services Unit* (ABS). *Raising Children Network* (Parenting Research Centre).

### QUALIFICATIONS

BA (Hons) English Literature.

### MEMBER

Australian Society of Technical Communicators (Victoria).

# Stephen Roche

319 Bluff Road, Sandringham VIC 3191

Phone 03 9598 6232

Mobile 0432 145 023

Fax 03 9598 6232

E-mail sjroche@bigpond.com

ABN 14 835 948 071

Structural editing, copy editing, proofreading, author/designer liaison.

**In-house** Editor, Pearson Education Australia, 1987–99.

**Freelance** Since 1999. Clients include Allen & Unwin, Oxford University Press, Pearson Education Australia, Thomson Learning Australia, University of New South Wales Press.

### EXAMPLES OF WORK

**Editing** *A History of First-Class Cricket in New South Wales; Live the Dream: Become Rich and Free Through Your Business; Student Behaviour*, 3rd edn (Allen & Unwin). *Design and Technology NSW; IT Applications: VCE Information Technology Units 3 & 4; Shakespeare Unplugged: Romeo and Juliet* (Thomson Learning). *A Higher Authority: Indigenous Transnationalism and Australia; Australian Protocol & Procedures*, 3rd edn; *Between the Flags: One Hundred Summers of Australian Surf Lifesaving; Longevity and Social Change; No Country is an Island; The Third Skin: Architecture, Technology and Environment* (UNSW Press).

**Proofreading** *Brave New Workplace, Burn; Rethinking Middle Years; Simmo: Cricket Then and Now; Slow River; The Guns of Muschu; 25 April 1915* (Allen & Unwin).

### AREAS OF EXPERTISE

Educational (secondary), academic, trade non-fiction.

### AREAS OF INTEREST

Languages, literature, social issues, history, art, biography.

### QUALIFICATIONS

MA (Hons) (Spanish), University of Auckland.



Macintosh

Word

# Charlotte Roseby

## Running Postman writing and editing

PO Box 340, Fairfield VIC 3078

Mobile 0413 998 876

E-mail runningpostman@netspace.net.au

ABN 24 905 336 328

Full editorial services including structural editing, copy editing, proofreading and plain English rewrites. Feature writing and copy-writing.

**In-house** Editor, education and training publishers CareSkills and Training for Arts, Media and Entertainment for three years.

**Freelance** Ten years. Writing and editing business publications for Energy Safe Victoria, Egami Advertising, Mouth Design, Aer Design, TAC, VicSuper, WorkCover. Editing educational resources for Heinemann, The Le@rning Federation, Deakin University, Department of Education, Binary Blue Multimedia.

### EXAMPLES OF WORK

**Editing** *Journeys in Fatherhood* (NTV). *The Little Things Sustainability Diary* (Cooper). *Indigenous Plants of the Sandbelt* (Earthcare and Blooming Books). *Writing Reviews; Food Technology; Heinemann Media 1* (Heinemann). Online learning objects for The Le@rning Federation. Multimedia/journalism series including *Photojournalism; Visual Design; Research Skills* (DEET). Proofreading annual reports, booklets and brochures for ANZ, WorkCover, TAC, Medibank Private, MDAV, VicSuper, Asthma Foundation.

**Writing** Feature writer for energy industry magazine *Energy Safe* (Energy Safe Victoria). Recent brochure and website copy includes Agrifood Technology, Jones Hotel Group, Hellweg International.

### AREAS OF EXPERTISE

Business publications and communications, magazines, education and training, media.

### QUALIFICATIONS

BA (Media Studies), RMIT.



Macintosh

Word

## Peter Russ

Norton Park, 345 Lauriston Reservoir Road, Kyneton VIC 3444

Phone 03 5422 6836

E-mail peter\_r@vic.chariot.net.au

ABN 74 259 181 948

Editing, writing, research, project management, online publishing.

**In-house** Science Editor/Writer, CSIRO; Finance Managing Editor, Standard & Poor's (division of McGraw-Hill).

**Freelance** Various since 1986.

### EXAMPLES OF WORK

**Project management** Print and web publishing of specialist magazines, newsletters, annual reports for government, universities, industry.

**Editing** *Law Courts Master Plan* (Department of Housing and Construction). *Water Victoria: The Next 100 Years* (Department of Conservation and Environment). Annual reports for EPA, Department of Industry, Technology & Resources, and CSIRO. Various article types for CSIRO, EPA, and Standard & Poor's. *Environmental Topics News Summary* (University of Melbourne). *An Australian Dictionary of Environment and Planning* (OUP).

**Writing** Standard & Poor's web and print products; *Australian Electrical World* magazine; NSW Commission of Inquiry into Electricity Generation Planning; *NewSIA* newsletter, Securities Institute of Australia; *EPA Review* magazine; three books on energy and environment issues.

### AREAS OF EXPERTISE



Structural/copy editing, research/interviewing/writing, project management.

### AREAS OF INTEREST

Architecture/building, energy/environment policy, finance/economics, science/technology, publishing innovation.

### QUALIFICATIONS

BA (professional writing and literature), Deakin University. BSc (Hons) (genetics), University of Melbourne. MEnvSt (energy policy), University of Melbourne.

 Windows, Macintosh  
 Word, Excel

## Nonie Sadler

### Writer and Editor

40/781 Whitehorse Road, Mont Albert VIC 3127

Phone 03 9899 4485 Mobile 0431 954 465

E-mail noniesa@bigpond.net.au

ABN 42 149 841 697

Proofreading, copy editing (hard copy and electronic), educational writing, structural editing, rewriting for speakers of other languages, government and community publications, schools' journals and brochures, biography.

**In-house** Primary and secondary teaching. Editing and proofreading curriculum documents.

**Freelance** Writing, editing and proofreading since 2005.

### EXAMPLES OF WORK

**Writing** *Sound Procedures*, *The Volunteers' Handbook*, *The VJA Shop Catalogue* (The Victorian Jazz Archive).

**Editing** *Half a Loaf and a Thrupenny Bit* (Fergus Hynes). Co-editing *The Victorian Jazz Archive Quarterly Newsletter*. Tender documents for training authorities. Job applications and resumes.



**Proofreading** Numerous documents (Victorian Jazz Archive). Tender documents for training authorities.

### AREAS OF INTEREST

Memoir, children's fiction, curriculum, current affairs, social issues, jazz music and cooking.

### QUALIFICATIONS

BA (Politics and Philosophy), University of Melbourne. Diploma of Writing (Editing and Proofreading), The Australian College of Journalism. Registered teacher. Society of Editors courses.

 Windows XP  
 Word 2003

## Janet Saker

27 Kokoda Road, Williamstown VIC 3016

Phone 03 9397 7177 Mobile 0409 230 096

E-mail janet.saker@gmail.com

ABN 23 192 437 093

Editing, proofreading (disk or hard copy), writing and rewriting, specialising in English as a second language (ESL) and English curriculum and teaching materials and resources, developing ESL and literacy curriculum frameworks and advice. Copy-writing and editing brochures, newsletters, reports.

**In-house** Project Officer and materials production manager, Department of Education and Training, Victoria, 15 years.

**Freelance** Six years part-time. Clients include RMIT, Curriculum Corporation, English from Oz, Department of Education and Training Victoria.

### EXAMPLES OF WORK

**Editing and proofreading** Newsletters, brochures, ESL and primary literacy educational materials and resources, *English from Oz*.

**Writing** *Teaching ESL Students in the Mainstream Classroom* (Ashton Scholastic). *ESL Teacher Support Materials* (Education Department Victoria). *ESL Scales* (Curriculum Corporation). ESL curriculum and assessment frameworks.



**Writing and project management** *Beginning ESL, No English 1 and 2, ESL Companion to the English CSF*, policy and curriculum projects.

### AREAS OF INTEREST

Primary education, ESL, English, literacy, social, environmental and science education.

### QUALIFICATIONS

Trained Primary Teachers Certificate (TPTC), GradDip Multicultural Education. GradDip School Librarianship.

 Power Mac, Windows XP  
 Office, PageMaker, Photoshop. Laser printer

# Sans Serif Editing and Publishing

## Alison Caddick

12 Mark Street, Fitzroy North VIC 3068

Phone 0418 304 500

Fax 9481 8692

E-mail sansserifep@yahoo.com

ABN 62 219 751 921

Copy editing, structural editing, writing, report completion, project management, proofreading and indexing.

**In-house** Kibble Books, 1983–85. Arena Printing and Publishing, 1998–2000. Managing editor, *Arena Magazine*, 1990–95. Managing editor, *Arena Journal*, 2000–06.

**Freelance** Since 1985. Clients include Royal Children's Hospital, Victorian Association of Health and Extended Care, Fronditha Care, Victorian Qualifications Authority, RMIT University, Deakin University, Australian Council for Educational Research, Hardie Grant.

### EXAMPLES OF WORK

**Copy writing** Corporate branding (Fronditha Care).

**Writing** *Melbourne and 200 Kms Around* (Universal Press). Various articles (*Coast and Country*).

**Editing** 'Provision of Health and Community Care Services to People from CALD Backgrounds' (VAHEC). 'Vocational Education and Training for Refugees' (VQA). *Boundaries and Identities*, course materials (Deakin University). *Women and Work* (RMIT).

**Proofreading** UMAT and GAMSAT (medical entrance examinations).

### AREAS OF EXPERTISE

Health, community services, science, education, tourism. Scholarly publishing.

### QUALIFICATIONS

BA (Hons), BSW, Grad. Dip. (French Studies), University of Melbourne.

 Windows XP  
 Quark Xpress 5

# Rosie Scott

9 Wisteria Court, Flora Hill VIC 3550

Phone 03 5444 5678

Mobile 0418 327 775

Fax 03 5444 5678

E-mail rosie\_scott@bigpond.com

ABN 34 989 244 803

Copy editing, sub-editing, proofreading (hard copy and electronic), project management and writing.

**In-house** Associate Production Manager and News Editor, 36 Media (*Alive* and *CW* magazines). Production Editor, Blackwell Publishing.

**Freelance** Editing and proofreading of books, theses, manuscripts, reports and other publications; writing and project management. Clients include Melbourne University, La Trobe University, Blackwell Publishing, 36 Media.

### EXAMPLES OF WORK

**Editing/proofreading** *Ecological Research; Economic Record; The Japanese Economic Review; Journal of Obstetrics and Gynecology; Australian and New Zealand Journal of Obstetrics and Gynaecology; Acta Pharmacologica Sinica; Asian Journal of Andrology; Journal of Gastroenterology and Hepatology* (Blackwell Publishing). *Quarterly Bulletin of Economic Trends* (Melbourne University). 2007 *Handbook* (La Trobe University). Feature articles, opinion pieces and reviews for *Alive* and *CW* magazines (36 Media).

**Writing** Feature articles, hard news stories and reviews (book, film and events); script writing for 3MBS.fm.

### AREAS OF EXPERTISE



Academic, scientific, medical and technical editing; language editing for LOTE authors.

### AREA OF INTEREST

Fiction and technical editing, writing.

### QUALIFICATIONS

Bachelor of Communications/Journalism (major in English), Monash University. Editing and writing courses and refreshers.

 Windows XP  
 Office 2000, Acrobat

# Sharp Pencils Editorial Services

## Carla Morris

2 Macrae Road, Applecross WA 6153

Phone 08 9315 4413

Mobile 0415 593 065

E-mail sharp Pencils@aapt.net.au

ABN 37 677 250 852

Copy editing, proofreading and rewriting. Specialising in non-fiction—especially textbooks and other educational material, and corporate publications. Experienced with a wide range of media, including books, audio CDs, interactive CD-ROMS, websites and podcasts.

**In-house** Harcourt Education 2004–07.

**Freelance** Since 2007. Clients include Harcourt Education (a division of Pearson Australia) and Steps Professional Development.

### EXAMPLES OF WORK

**Editing** *Art Detective Second Edition* (series includes textbook, poster pack, teacher's resource book, CD-ROM and website). *The Heinemann English Handbook*. *The Leading Edge: VCE Japanese Second Language*.

### AREAS OF EXPERTISE



Educational and corporate publications. Multi-author projects.

### AREAS OF INTEREST

Foreign languages (Japanese, French), English language, fine art, craft, education, travel, business, politics, history.

### QUALIFICATIONS

BA (Japanese Studies), University of Western Australia. Diploma of Arts (Professional Writing and Editing), Holmesglen TAFE.

 Windows XP  
 Office 2003 (Word, Excel, PowerPoint, Access), Adobe Creative Suite 2 Premium (including InDesign, Adobe Acrobat Professional)

# Ian Sibley

## Wordshop

2/443 Warrigal Road, Burwood VIC 3125

Phone 03 9885 7630

ABN 79 399 817 519

Proofreading.

**In-house** Bookset and the Law Reform Commission. Primary, secondary and tertiary teaching. Teaching of undergraduate non-fiction writing and literature.

**Freelance** Nineteen years full-time. Clients include Addison Wesley Longman, Blackwell Science Asia, the Board of Studies, CUP, CIS, Collins Dove, Gordon & Gotch, HarperCollins Publishers, Longman, Lothian, Macmillan, Nelson Thomson Learning, OUP, Pearson Education Australia, Penguin Books, Random House, Reed Books, Rigby Heinemann, Viking and Viking O'Neil.

### EXAMPLES OF WORK

**Editorial assistance** Eighth to twelfth editions of *Explore Australia* (Viking O'Neil).

**Proofreading** *Three Uneasy Pieces* by Patrick White (Pascoe Publishing). *Sylvia* by Bryce Courtenay; *The Children's Bach* by Helen Garner; *Burke's Soldier* by Alan Attwood; *Girl's Night In 4*; *The Penguin Good Australian Wine Guide 2006–07*; *Three Dog Night* by Peter Goldsworthy (Penguin). *Juvenile Justice* (OUP). *Death Sentence* by Don Watson; *Dead Europe* by Christos Tsiolkas (Random House). Fifth to seventh editions of the *Heinemann Australian Dictionary* (Rigby Heinemann). *Forza! uno*; *Forza! due*; *Ci Siamo* textbooks (CIS•Heinemann).

### AREAS OF INTEREST

Fiction, poetry, scholarly books, film, theatre, music, science. Knowledge of French, Italian, Spanish, German and Latin languages.

### QUALIFICATIONS

BA, PhD (Literature). Registered teacher.

### MEMBER

Fellowship of Australian Writers.

# Ruth Siems Editorial Services

PO Box 197, Albert Park VIC 3206

1 Nelson Place, South Melbourne VIC 3205

Phone 03 9699 8377

Mobile 0412 373 701

Fax 03 9699 9242

E-mail siems@melbpc.org.au

ABN 56 061 110 807

Project management, structural editing, copy editing (hard copy or on-screen), proofreading, author and designer liaison.

**In-house** Nelson, 1978–90.

**Freelance** Full-time since 1991. Editing educational texts and general and technical non-fiction for publishers including Pearson Education, CUP, OUP, MUP, Pascal Press, Curriculum Corporation, Thomson, Macmillan, CSIRO.

### EXAMPLES OF WORK

**Editing and proofreading** *Secondary texts*: *Psychology VCE Units 3 & 4*; *Australia in the 20th Century* (Macmillan). *New Signpost Maths*; *Business Studies HSC* (Pearson). *Connections Maths* (Pascal). *Essential Further Maths*; *Software Design & Development*, *Our Commercial Future* (CUP). **General non-fiction**: *Broadcast Journalism*; *All About Heart Bypass Surgery*; *Australia's Boer War* (OUP). *God's New Man* (MUP). **Technical non-fiction**: *Graft-transmitted Diseases of the Grapevine*; *Australian Soils and Landscapes* (CSIRO).

**Teaching** Editing 1 (Graduate Diploma of Publishing and Editing, RMIT). Introduction to Copy editing (Victorian Writers' Centre).

### AREAS OF EXPERTISE

Large projects, complex layouts; primary & secondary education (science and humanities); non-fiction; grammar & clarity.

### AREAS OF INTEREST

English language and literature, science, mathematics, technology, history, biography, crime fiction, gardening, cookery, sailing.

### QUALIFICATIONS

BA, DipEd (English and Mathematics), University of Melbourne.

 Windows  
 Office XP, Publisher

# Wendy Skilbeck

## ProTour Sport Management Pty Ltd

PO Box 375, Canterbury VIC 3126

Phone 03 9889 1295

Mobile 0418 149 807

Fax 03 9889 1295

E-mail wmskil@netspace.net.au

ABN 16 081 057 347

Project management, including co-ordination of editing, design, typesetting, page layout, illustration, photography, permissions, printing, author liaison; editing; proofreading; editorial training. Sport publications specialist.

**In-house** Project Editor, *The Australian Backyard*, Penguin, 2001–02. Managing Editor, PDIY Project, Penguin, 1999. Managing Editor, Primary, Pearson Education, 1998–99. Managing Editor/Publishing Manager, Rigby Heinemann, 1989–93. Editor, Longman, 1983–84, 1985–87; Rivka Frank and Associates, 1987–88; OUP, 1988–89.

**Freelance** Full-time since 1993. Clients have included MUP, Penguin, McGraw-Hill, Rigby Heinemann, Full Swing Golf Publishing, Hardie Grant, Macmillan Education, Pearson Education, DET, State Library of Victoria, Curriculum Corporation, Safety House Association, Allen & Unwin, HarperCollins.

### EXAMPLES OF WORK

**Project management** *Australian Journal of Language and Literacy* (1994–99); *Literacy Learning* (1996–99) (Australian Literacy Educators' Association). *Australia and the Davis Cup* (Hardie Grant).


**Editing** *Leading Through Relationship Marketing* (McGraw-Hill). *The Winners: Sydney 2000 Olympic Games* (Penguin). *Remembering Amy* (Allen & Unwin).

### AREAS OF INTEREST

Sport (especially tennis), self-development, psychology, spirituality, history, travel, business management and marketing, education/training.

### QUALIFICATIONS

BA (History and English), University of Melbourne. GradDipSecStud, RMIT. GradDipCounsHumanServices, La Trobe University. MSportManagement, Deakin University.

 Windows Vista  
 Word, Excel, PowerPoint

## Venetia Somerset

100 Petersons Road, Ellinbank via Warragul VIC 3820

Phone 03 5626 1493 Mobile: 0421 016 160

E-mail venetia@vic.australis.com.au

ABN 58 288 137 816

Editing, restructuring, writing, manuscript assessment.

**Freelance** Twenty-four years' editing, mainly academic non-fiction for Allen & Unwin, OUP, CUP, UNSWP, MUP, Penguin, University of Hong Kong; private authors; government reports.

### EXAMPLES OF WORK

**Editing** Six Oxford Companions and OUP's *Handbook of Australian, New Zealand and Antarctic Birds* (7 vols); Tatz, *Obstacle Race*; Goodall, *Invasion to Embassy* (Allen & Unwin); McKenna, *Looking for Blackfella's Point*; Rose, *Reports from a Wild Country*; Franklin, *Animal Nation* (UNSW Press); Collins & Davis, *Cinema after Mabou* (CUP).

**Compiling/writing** Erica Frydenberg, biography of US psychologist Morton Deutsch.

**Major rewriting, English expression** For Taiwanese author of *Negotiating Ethnicity in China*.

**Major intervention** Collins, *The Bearpit*; FitzGerald, *Is Australia an Asian Country?*; Schofield et al., *The Family Caregiver*; Cain, *John Cain's Years* (Allen & Unwin); Barwick, *A Radical Tory* (Federation); Furphy, *Two Brothers* (Primavera); Winch et al., *Literacy* (OUP); Fletcher, scholarly opus on 17th-century Jesuit scientist Athanasius Kircher.

**Research assistance/computer operating** Kane & Russell, *Piers Plowman C Version* (Athlone); computer work on *Piers Plowman* Glossary.

### AREAS OF INTEREST

Aboriginal history, biography, religion, spirituality.

### QUALIFICATIONS

PhD (Middle English).



## Liz Steele

7 Walker Street, West Brunswick VIC 3055

Phone 03 9387 9417 Mobile 0407 387 941

E-mail lzsteele@melbpc.org.au

ABN 89 217 925 314

Copy editing, structural, on-screen editing and proofreading, project management.

**In-house** Publicity Works, 1981–2000.

**Freelance** Since 1995. Clients include Macmillan Education, Pearson Education, Curriculum Corporation, Department of Justice Victoria, Cambridge University Press, Oxford University Press.

### EXAMPLES OF WORK

**Editing/proofreading** *Making and Breaking the Law* and teacher resource CD (VCE); *Jump into PDHPE Book 1* and *Book 2* (Years 7–10); *Health and Physical Education Book 1* and *Book 2* and teacher resource (Years 7–8); *Hands-on Numeracy Book 1* and *Book 2* and teacher resource (Years 7–8); numeracy, literacy and personal development workbooks for VCAL, career guides, *Cambridge Checkpoints* (CUP). *Globalise Me* (book); *MindMatters, Insite* (website newsletters); *Voices and Visions—India*, Values Education literacy resource (Curriculum Corporation). Grade 6, Grade 7 and Grade 8 *Papua New Guinea Social Science* (student and teacher books); *Science Dimensions 1 Teacher's Edition*; PNG *Ples Bilong Yumi* primary readers and teacher resource (Pearson). *Science for Grade 6* (OUP). Annual reports (various).

### AREAS OF INTEREST

Education, trade, history for children, sport, health, disability, newsletters.

### QUALIFICATIONS

AssocDipArts (ProfWritEd), BA (Journalism), RMIT (three years). Journalism cadetship.

### MEMBER

Society of Editors (Vic.), President, 2005–07.



## Jo Stubbings

### Ink Sling

1904 Malvern Road, East Malvern VIC 3145

Phone 03 9571 3936 Mobile 0416 097 539

Fax 03 9571 3373

E-mail jstubbings@languageaustralis.com.au

ABN 95 374 090 425

Copy editing, proofreading, writing, project management, online publications.

**In-house** Project Manager, Editor and Copy Writer, The International Language Company 1989–94. Project Manager, Editor and Copy Writer, Language Australis Pty Ltd, 1994–2005.

**Freelance** Since 1989. Clients include local, state and federal government, ABC, University of Melbourne. Writer for Australian print media—over 300 articles.

### EXAMPLES OF WORK

**Editing/proofreading** Biography: *Darby* (ABC Books).

Philosophy: *Critique Today* (Brill). Corporate brochures (GSI Australia); handbooks (Victoria University); reports (DE&T); websites (Telstra, NAB).

**Project management** *Let's Look Out for Australia* (counter-terrorism booklets) × 30 languages (Commonwealth Govt). GST campaign × 20 languages (Commonwealth Govt).

**Writing** Language articles, literary analyses, book, film and travel reviews (*Bulletin, The Age, The Australian, Herald Sun, The Canberra Times*, etc.)

### AREAS OF EXPERTISE

Working with English and multilingual text (passive knowledge); drawing on writing skills to enhance editing.

### AREAS OF INTEREST

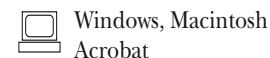
Education, arts (film, theatre, literature, fine arts), tourism, human services, corporate, business.

### QUALIFICATIONS

PhD (languages), BA (Hons), Monash University. NAATI (Spanish) Professional Level.

### MEMBER

Victorian Writers' Centre, Australian Institute of Translators and Interpreters.



## Carla Taines

31 Birdwood Avenue, Healesville VIC 3777

Phone 03 5962 1882

E-mail ctaines@fastmail.fm

ABN 22 348 802 167

Editing at all levels (developmental work, structural editing and copy editing); production organisation and supervision; project management; publishing consultancy and assessment; running workshops and seminars on writing and editing; teaching 'editing and publishing'.

**In-house** Eleven years at Penguin Books, OUP and Houghton Mifflin Australia. Editor-in-residence at La Trobe University, 1996.

**Freelance** Eighteen years. Clients include MUP, UNSW Press, CUP, universities of Melbourne, Monash, Victoria, and Deakin, academic and professional journals (editorial/production work and management), government departments and various businesses.

### EXAMPLES OF WORK

**Assessment/developmental work/editing** *Nursing Inquiry*; *China's Future in the Knowledge Economy*, edited by Grewal, Lan Xue, Sheehan and Sun.

**Editing/production supervision** *Asia Pacific Journal of Human Resources*; *Asian Review of Accounting*.



**Editing** *The Historian's Conscience*, edited by Macintyre; *Indonesia's Struggle* by Barton.

### AREAS OF INTEREST

Australian history and politics; language; current affairs; business studies, including accounting; human resources and management; economics; nursing and health sciences; manuscript assessment and development; production work.

### QUALIFICATIONS

MA (French), Monash University. DipEd, University of California. GradDipBus (Accounting), Deakin University.

 Windows, Macintosh  
 Word 2000, Excel

## TechWrite Solutions (Vic) Pty Ltd

### Pete Grant

PO Box 2003, South Melbourne VIC 3205

Phone 03 9398 6277 and 03 9398 5286

Fax 03 9398 5287

Mobile 0408 052 171

E-mail pete.grant@techwrite.com.au

ABN 62 086 307 100

Technical writing, full technical and grammatical editing (disk and hard copy), DTP, indexing, publishing, defining documentation standards.

**In-house** Technical Writer, Senior Technical Writer, Editor and management roles at Scientific Management Associates, Hawker de Havilland, Ansett, MSX International and Tenix Defence-Marine (1990–2005).

**Freelance** Analyst / Technical Writer / Editor / Trainer / Publisher. Since 1998, clients have included Kendell Airlines, Aeropelican Air Services, Skywest Airlines, Tenix Aerospace, RMIT University, ADI Limited and Jetstar Airways. Designed, edited and project managed/published *A Billionaire's Daughter*, *Toss of a Coin* and the critically acclaimed *Spitfires Over Darwin 1943*.

Vast experience in editing airline, military aviation, automotive, mining, marine, software user guides, maintenance, training, safety, and policy and procedures documentation.

### QUALIFICATIONS

Graduate Certificate of Applied Science (Scientific and Technical Writing) (Deakin). Process Auditing and Internal Auditing (LRQA). Over 17 years industry experience.

### MEMBER

Institute of Scientific and Technical Communicators (UK). Eligible for membership: Quality Society of Australia.

 Windows and Macintosh. FrameMaker, Office, SGML/XML,  
 Photoshop, PageMaker, Illustrator, CorelDRAW, Designer and UniGraphics, HDK, Publisher.

## Text Matters

### Maria Katsabanis

420 Victoria Street, Brunswick VIC 3056

Phone 03 9940 1521

Mobile 0405 138 037

Fax 03 9381 0700

E-mail maria@textmatters.com.au

Web www.textmatters.com.au

ABN 41250829609

Copy editing, substantive editing, project management, online publications, report and copy-writing.

**Freelance** Editing and writing publications for government departments since 1997.

### EXAMPLES OF WORK

**Editing** *Systemic Racism as a Factor in the Overrepresentation of Aboriginal people in the Victorian Criminal Justice System* (Victorian Equal Opportunity Commission). *Royal Commission into Aboriginal Deaths in Custody: Implementation Review Report* (Department of Justice, Indigenous Affairs Unit). *Inquiry into Retaining Young People in Rural Towns and Communities* (Rural and Regional Services and Development Committee). Technical: *Victoria's Cultural Network Content Providers Toolkit: Minimise Your Legal Risks* (Arts Victoria).



**Project management** *Australian Workplace Agreements Information for NESB Women* (Office of the Employment Advocate NSW)

### AREAS OF EXPERTISE AND INTEREST

Law reform, social justice, women's studies, multiculturalism.

### QUALIFICATIONS

BA (English), GradDip (Women's Studies), MA (History), University of Melbourne.

 Windows Office 2003  
 Adobe Creative Suite CS2 Premium, including InDesign, Illustrator and Acrobat



# Margaret Trudgeon

33 Dally Street, Northcote VIC 3070

Phone 03 9481 0551

Mobile 0412 570 892

Fax 03 9481 0551

E-mail mtrudge@netspace.net.au

ABN 42 985 465 238

Editing (on-screen), structural editing, rewriting, proofreading, project management, website content editing.

**In-house** Editor, Tertiary and Trade Division, Addison Wesley Longman, 1995–98. Editor, Swinburne University of Technology, 1994–95.

**Freelance** Nine years full-time. Clients include Pearson Education, Cambridge University Press, Allen & Unwin, Penguin Australia, National Gallery of Victoria, the Arts Centre, National Gallery of Australia, CEDA, Elsevier, The Le@rning Federation.

## EXAMPLES OF WORK

**Editing on-screen** *The Penguin Do-It-Yourself Manual* (co-edited) (Penguin Australia). *The Brotherhoods*; *Peter Costello: The New Liberal* (Allen & Unwin). *Remote Control*; *The Lowest Rung* (CUP). *Living Language* Grade 7 & 8 books; *Awesome Series 1* (fiction) (Pearson Education). *Fieldwork* catalogue (co-edited); various room brochures (NGV). *Redback Graphix* (NGA).

**Project management** *Kylie* catalogue (the Arts Centre) 2006.

## AREAS OF EXPERTISE

Educational (all levels), trade non-fiction, academic, children's fiction, fine art catalogues.

## AREAS OF INTEREST

Education, politics, fine art, travel, literature, history.

## QUALIFICATIONS

BA (Fine Arts), University of Melbourne. BA (Fine Art), Phillip Institute of Technology. GradDipEdPub, RMIT.



Macintosh



Office 2004, Quark XPress

# Mignon Turpin

1620 Heidelberg–Kingslake Road, St Andrews VIC 3761

Phone 03 9710 1385

Fax 03 9710 1385

E-mail mignonturpin@netspace.net.au

ABN 42 717 256 628

Copy editing (disk or hard copy), structural editing, writing, proofreading.

**In-house** Editor, *Hobbyfarmer* magazine, Rural Press, 1985–87. Editor, *Building & Construction* magazine, Capitol Press, 1990–92.

**Freelance** Full-time since 1992. Clients include La Trobe University Press, ACER, Churchill Livingstone, ABC Books, Victorian Parliamentary Committees, individuals.

## EXAMPLES OF WORK

**Editing Education:** *Teaching and Learning in Higher Education* (ACER Press). **Health:** *Health Informatics: An Overview* (Churchill Livingstone). **History:** *Tobruk 1941* (ABC Books). Parliamentary Reports (Vic): *Inquiry into Amphetamine and 'Party Drug' Use in Victoria*. **Popular Culture:** *Love is in the Air* (ABC Books). **Travel:** *Not All Ringers and Cowboys* (ABC Books). **Theses:** linguistics, sociology, legal studies.

**Proofreading** *Harsh Punishment: International Experiences of Women's Imprisonment* (Northeastern University Press). *Suspended Sentences: Interim Report* (Sentencing Advisory Council).

**Writing** Horticulture and farming articles.

## AREAS OF EXPERTISE

Reports, sociology journals, history texts, theses.

## AREAS OF INTEREST

Social justice issues, Australian literature, cinema and history, rural issues.

## QUALIFICATIONS

BA (English), La Trobe University. Writing and editing training, Rural Press.

## MEMBER

Victorian Writers' Centre.



Windows XP



Office 2000

# Marta Veroni

## ScienceWords

PO Box 182, Moreland VIC 3058

Phone 03 9383 6717

Fax 03 9383 6997

E-mail sciencewords@optusnet.com.au

ABN 82 723 573 857

Full range of editorial services for printed and electronic products: project management, structural editing, copy editing, manuscript review, proofreading.

**In-house** Managing Editor, 1997–99, Senior Editor, 1993–96, CSIRO Publishing.

**Freelance** Since 1999. Clients include educational and academic publishers, research institutions and government agencies.

## EXAMPLES OF WORK

**Project management** *Observing the Ocean in the 21st Century* (Bureau of Meteorology).

**Editing Science:** *Biology Student Workbook* (Harcourt). *Science for Life 2 and 3* (Macmillan). *Science Edge 3 and 4*; *Physics VCE 1 & 2 and 3 & 4*; *Chemistry VCE 1 & 2*, *Student Activity Manual*, TRP (Nelson). **Maths:** *Maths Dimensions* (7–10) (Pearson). *Essential Maths Methods* (CUP). *Maths Methods 3 & 4* (Macmillan). **Medicine:** *Manual of Travel Medicine*, *Sexual Health Practice* (IP Communications). **Reference:** *Road & Transport Research Journal* (ARRB). *Computers in General Practice* (Monash). *Complex Numbers* (ACER). **Electronic products:** *Essential Maths Methods TRD* (CUP). *Radioactive!* (Curriculum Corporation). *Synchrotron Handbook* (DIIR). *Science Edge 3* CD-ROM (Nelson).

## AREAS OF EXPERTISE

Biological and environmental sciences, mathematics, medicine, physics, chemistry, reference texts.

## QUALIFICATIONS

BSc (Hons), University of Western Australia.

MSc (Biochemistry), University of Melbourne.

GradCertSciTechWriting, Deakin University. GradDipEdPub, RMIT.



Macintosh OS X, Windows XP



Office 2003

## Frances Wade

PO Box 25, Maldon VIC 3463

Phone 03 5475 1093

Mobile 0409 959 170

Fax 03 5475 1093

E-mail franwade@gcom.net.au

ABN 78 744 240 509

Copy editing (on-screen and hard copy), rewriting, proofreading, indexing, blurb writing, liaison with authors, designers and illustrators.

**In-house** Proofreader for typesetting firms for two years.

Trainee editor at Pitman Publishing for two years. Copy editor at Thomas Nelson Australia for four years.

**Freelance** Since 1992.

### EXAMPLES OF WORK

**Editing Business studies:** *Financial Forecasting and Data Analysis* (Thomson Learning). **Fiction:** *Henry Lawson Best Short Stories*

(Five Mile Press). **Humanities:** *HSC Modern History*, 2nd

edn (Macmillan Education). *Economics for Today* (Thomson

Learning). **Memoirs:** *People, Parliament and Politics* (Tertiary

Press). **Music:** *Music Zone* (Harcourt Education). **Public health:**

*Chronic Illness* (Tertiary Press). **Reference:** *Dictionary of Travel,*

*Tourism and Hospitality Terms* (Hospitality Press). **Vocational:**

The Cook's Book series (Tertiary Press). *TAFE Accounting: Basic Reports* (Thomson Learning).

**Online** *Landcom: My Neighbourhood* (Curriculum Corporation).

**Proofreading** *Refugee Law* (OUP).

**Indexing** *The Cruise Experience, Techniques for Teaching Young Children* (Pearson Education).

### AREAS OF EXPERTISE/INTEREST

Secondary and higher education; humanities; business; biography; can read music.

### AREAS OF INTEREST

English language, social history, biography, fiction, music, folklore and folk song, singing, nature, conservation.



Windows XP



Word 2000

## Dianne Waite

122 Coppin Street, Richmond VIC 3121

Phone 03 9429 4885

Mobile 0418 433 880

Fax 03 9429 5105

E-mail diwaite@netspace.net.au

ABN 55 546 264 547

Structural and copy editing (disk or hard copy), rewriting, combining illustrations, proofing captions and text. Effective and amicable author liaison. Specialising in multi-author, illustrated publications, educational handbooks.

**In-house** Managing Editor, *Imprint* magazine, Print Council of Australia, 1989–98.

**Freelance** Since 1994, eight years full-time. Clients include Aus Art Editions, MUP, National Gallery of Victoria, RMIT University Press, International Survey Research, private authors.

### EXAMPLES OF WORK

**Editing, rewriting, layout proofing** *Australian Impressionists; Exiles and Emigrants: Epic Journeys to Australia in the Victorian Era; The Joseph Brown Collection; Art Bulletin of Victoria* (since 2002); *Guggenheim Collection* (major exhibition catalogues and scholarly journal, NGV). *A Skilled Hand and Cultivated Mind* (RMIT guidebook forthcoming).

**Revising, compiling, researching** *McCulloch's Encyclopedia of Australian Art* (Aus Art Editions).

### AREAS OF EXPERTISE

Visual arts scholarly writing, footnote and captions editing. On-screen and hard-copy design/layout proofing in close collaboration with graphic designers.

### AREAS OF INTEREST

Art (contemporary and historical), architecture, classical music, gardening, biography.

### QUALIFICATIONS

BFineArt (RMIT). GradCertEdPub (RMIT).



Macintosh and Windows

Office 2004, Acrobat 7, InDesign 2

## well cut words

### Margaret Jacobs

PO Box 182, Fairfield VIC 3078

Phone 03 9481 1256

Fax 03 9481 1256

E-mail info@wellcutwords.com.au

Web www.wellcutwords.com.au

ABN 98 620 400 282

Editing (on-screen and hard copy) and writing. Educational, government, corporate, community and academic publications; PhD thesis editing.

**Freelance** Since 2000. Clients include Department of Victorian Communities, Child Safety Commissioner Victoria, RMIT Publishing, Australian Drug Foundation.

### EXAMPLES OF WORK

**Editing Academic:** PhD theses (La Trobe, Victoria, Monash, Southern Queensland and RMIT universities). **General:** *APNA News* (quarterly, Australian Practice Nurses Association).

**Advocacy:** *The Right to be Safe from Domestic Violence: Immigrant and Refugee Women in Rural Victoria* (Immigrant Women's Domestic Violence Service). **Education:** *Calmer Classrooms: A Guide for Teachers Working with Traumatized Children* (Child Safety Commissioner, Victoria).

**Writing General education, health promotion:** *The Money Manual* (Innovation & Business Skills Australia). *The Big Book on Alcohol* (Moreland Hall). Reports for Premier's Drug Prevention Council (Victoria). *The Everyday Lives of Kids: Teenagers, Drugs and Youth Culture* (ABCD Parenting website). Literary non-fiction in periodicals and anthologies.

### AREAS OF EXPERTISE

Expression of complex ideas in plain English; catering for non English-speaking background writers and readers; thesis editing; health and welfare; advocacy.

### QUALIFICATIONS

BA, DipEd, Cert. TEFLA.



Windows

Office XP

# Sally Woollett

11 Pender Street, Preston VIC 3072

Phone 03 9470 2916

Fax 03 9470 2913

E-mail [wools@westnet.com.au](mailto:wools@westnet.com.au)

ABN 36 946 854 455

Project management, structural editing, copy editing and proofreading. Specialising in maths and science. Experienced on-screen editor.

**In-house** Assistant to the managing editor at La Trobe University Press, 1995. Assistant Editor, Royal Australian Chemical Institute, 1996–97.

**Freelance** Since 1997.

## EXAMPLES OF WORK

**Project management** Science and Scientists series (Macmillan Primary). *MathsZone 7 and 9*; *Heinemann Queensland Science Project—Biology: A Contextual Approach* (Heinemann). Materials in Australia series (Heinemann Library).

**Editing** *Measuring Progress: Is Life Getting Better?* (CSIRO Publishing). *Journal of Clinical Neuroscience* (Elsevier). *Facility Management Contracting Guidelines* (FMA Australia). *Environment History and Policy* (OUP). *Cambridge Checkpoints VCE Chemistry* (CUP). *Science Edge 1 and 2* (Thomson).

**Electronic publications** *Science Edge 1 student CD* (Thomson). *Ecologically Sustainable Buildings Guidelines 2001* (City of Melbourne). *Outdoor Adventure Activity Guidelines* (Dept of Education and Training). *Heinemann eMaths Zone 7 and 9*; *Heinemann Queensland Science Project: eBiology* (Heinemann).

**Proofreading** *The Australian and New Zealand Journal of Surgery* (Blackwell Science Asia).

## AREAS OF EXPERTISE

General science, chemistry, maths and medical science.

## QUALIFICATIONS

BAppSc (Chemistry), Monash University. GradDipEdPub, RMIT. Certified Editor in the Life Sciences (ELS).



Macintosh

Office X (Word, Excel, PowerPoint)

# Word Nerds

## Michael Gladkoff

18 Edward Street, Belgrave VIC 3160

Phone 03 9754 5761

Mobile 0403 857 273

Fax 03 9754 5761

E-mail [michael@wordnerds.com.au](mailto:michael@wordnerds.com.au)

Web [www.wordnerds.com.au](http://www.wordnerds.com.au) ABN 34 252 395 362

Structural and copy editing (disk or hard copy); rewriting; copy-writing, business writing; speech writing; research.

**In-house** Editor and Project Manager, A.T. Publishing, 1994–98. Proofreader (casual), Tertiary Press, 2004.

**Freelance** Editing and writing for a wide range of organisations including Amcor, Box Hill Institute of TAFE, Coles Myer, DeakinPrime, State Government of Victoria, and Stargate Technologies.

## EXAMPLES OF WORK

**Editing/proofreading** Frontline Management participant and facilitator guides (DeakinPrime). Management, hospitality and accounting publications (Tertiary Press). Technology development case studies (Amcor). *Parent Craft Manual* (Maternal Matters Publishing). Laboratory Operations Training Package assessment and learner guides (Box Hill Institute of TAFE). *Personal Style Solutions* (The Australian Image Company). Business proposals (EDS).

**Writing** Promotional copy (Gatic Pty Ltd, InHouse Business Solutions, KoDan Oz, Squarenine Information Systems, Verified Pty Ltd). Business writing (Stargate Technologies). Speech writing and research (The Futurenet Group).

## AREAS OF EXPERTISE

Advertising; American English; business communication; corporate publications; economics; marketing; plain English; speech writing; Vocational Education and Training (VET) publications.

## QUALIFICATIONS

BA (Economics/Humanities), MBA, Diploma of Arts (Professional Writing and Editing).

## MEMBER

Victorian Writers' Centre, Toastmasters International.



Windows

MS Office 2003 (all applications)

# Word Perfect Proofreading and Editing

## Julie Stafford

28 Rotherwood Road, Ivanhoe East VIC 3079

Phone 03 9499 4659

Mobile 0401 161 461

Fax 03 9499 4659

E-mail [juliestafford@wordperfect.com.au](mailto:juliestafford@wordperfect.com.au)

Web [www.wordperfect.com.au](http://www.wordperfect.com.au)

ABN 78 892 392 085

Copy editing, writing, proofreading (disk or hard copy).

**Freelance** Since 1994. Clients include VicUrban, Melbourne IT, Allen & Unwin, DSE, Mercy Hospital for Women.

## EXAMPLES OF WORK

**Writing** Articles for *Wedding* magazine. Teachers' notes for *The Ballad of Cauldron Bay* (Allen & Unwin). Fact sheets (VicUrban).

**Editing** Design guidelines (VicUrban; National Transport Commission). Architects' plans (VicUrban). Draft business plans (SEITA). Articles (*Wedding* magazine; Abrecht Jewellers Newsletter).

**Proofreading** *The Station Magazine* (national careers magazine). Annual reports (Melbourne IT). Training manuals (DSE). *The Beacon* (Journal of the Melbourne Unitarian Church). *Career Change for Teachers—Stories and Strategies* (ATC Publishing). Theses.

## AREAS OF EXPERTISE AND INTEREST

Curriculum, politics, unions, gardening, government/business publications, theses, plain English.

## QUALIFICATIONS

BA (History, English, ESL), La Trobe University. DipEd (La Trobe University). Twenty years teaching ESL, English, History.



Power Macintosh G5

MS Office, Adobe Suite

# Wordsense

A division of Clan Callisto Pty Ltd

Helen Collins

26 Collett Street, Kensington VIC 3031

Phone 03 9372 2121

Fax 03 9372 2121

E-mail wordsense@netspace.net.au

ABN 24 832 682 093

Writing, editing and project management of reports, manuals, submissions, booklets and brochures for government and commercial organisations.

**In-house** Department of Human Services.

**Freelance** Seventeen years.

## EXAMPLES OF WORK

**Project management and editing** *Family Court of Australia Annual Report 1999–2000.*

**Editing** Annual reports for The Royal Melbourne Hospital and the Royal Children's Hospital Education Institute. *Building a Better Corrections System: Ministerial Statement* and *Addressing the Barriers: Corrections Victoria Disability Framework* (Corrections Victoria). A variety of publications for the Department of Human Services, the Department of Justice, the Department of Sustainability and Environment, the State Services Authority and the National Packaging Covenant.

**Writing/editing** *Good Writing Guide* (CORE—The Public Correctional Enterprise).

## AREAS OF EXPERTISE

Annual reports, inquiries, business plans, manuals, submissions, evaluations and newsletters.

## QUALIFICATIONS

BEd, State College of Victoria, Melbourne. MEdStuds, Monash University. MConflRes, La Trobe University. Various professional courses and Society of Editors workshops.



Macintosh

Word, PageMaker 6.0, Excel

# Writers Reign

Jane Angus

40 Coppin Street, Malvern East VIC 3145

Phone 03 9572 0195

E-mail janeangus@writersreign.com.au

Brigid James

1/20 Chambers Street, South Yarra VIC 3141

Phone 03 9827 4440

E-mail brigidjames@writersreign.com.au

ABN ABN 86 423 466 229

Project management, structural editing, copy editing, manuscript evaluation, writing.

**Freelance** More than twenty years as a partnership. Clients include AUSTSWIM, DET, Department of Justice, Hardie Grant, Heinemann, Ibis Publishing, MCEETYA, Newcrest, Office of the Commonwealth Games, McGraw-Hill, Elsevier, Pearson Education Australia, The Le@rning Federation.

## EXAMPLES OF WORK

**Project management/editing** *It's Not OK to Be Away*; POLT professional development materials; Annual Reports and Corporate Plans (DET). *Community Health and Wellness* (Elsevier). AUSTSWIM manuals. *Cattle Breeds of Australia* (CH Jerram).

**Editing** *Humanities 2; People, Food and Health* (Heinemann). *Beginning Business* Book 2; *Economics for the Real World 2; Science Aspects 1 and 2* coursebook, homework book and teacher's resource; *Geography 9 & 10; Food Solutions* Books 1 and 2 (Pearson). *Annotated Work Samples* (SOSE, Arts) web and CD, *Making History* (Curriculum Corporation). *Safe Pregnancy* (Ibis). *Art Insight* text and CD (McGraw-Hill). Canteen Resource (DET). *National Report on Schooling in Australia* (MCEETYA).

## AREAS OF EXPERTISE

Education and training, business and economics, food and cookery, history, parenting and child development, religion.

## QUALIFICATIONS

Jane Angus: BEc, DipLib. Brigid James: BA, DipEd.



Macintosh

Word 2004

# Bernadette Zen

3 Kings Court, Jan Juc VIC 3228

Phone 03 5261 3228

Mobile 0438 163 504

Fax 03 5261 3228

E-mail bzen@pacific.net.au

ABN 22 729 257 876

Proofreading, editing (structural/copy), writing.

**In-house** Publicity Works (2003–present). Media Equation (1999–2004). RMIT Virtual Communication Program (2000). Black Dog Books (1999).

**Freelance** Eight years part-time. Clients include the State Library of Victoria, Surf Coast Shire, Deakin University, Capacity Consulting, Publicity Works, Rant Publishing Group, Victorian Women with Disabilities Network, Zen Architects.

## EXAMPLES OF WORK

**Editing/proofreading** Community and local government publications: *Surf Coast Shire Youth Strategy* and *Early Years Plan*, Brunswick Music Festival program. Annual reports and promotional material for corporate, government and commercial organisations: *State Library of Victoria Annual Report 2002/03* and *2003/04*. Academic journal articles. Short stories and novels.

**Writing** Non-fiction articles, reports, policies, funding submissions, newsletters, website text. Published author of poems and non-fiction articles.

## AREAS OF EXPERTISE

Linguistics; community, government and corporate projects; social issues, especially in the field of disability; architecture; renovating; environmental issues.

## AREAS OF INTEREST

Children's fiction/non-fiction, parenting, poetry, philosophy, anthropology, languages (Italian and French), 'New Age', natural health.

## QUALIFICATIONS

BA (Linguistics), Latrobe University. DipArts (ProfWritEd), RMIT. On-screen Editing for Publication, APA. Introduction to Book Indexing, ASI.



Windows XP

# Directory

The names, positions and contact details for committee members of the professional organisations listed here are available on each organisation's website, and are updated regularly.

## Society of Editors (Victoria)

PO Box 176, Carlton South VIC 3053  
www.socedvic.org

## Institute of Professional Editors

www.iped-editors.org

## Canberra Society of Editors

PO Box 3222, Manuka ACT 2603  
www.editorscanberra.org

## Society of Editors (New South Wales)

PO Box 254, Broadway NSW 2007  
www.editorsnsw.com  
Telephone 02 9294 4999

## Society of Editors (Northern Territory)

GPO Box 2255, Darwin, NT 0801  
editors\_nt@yahoo.com.au  
Telephone 08 8941 2651  
(c/o Northern Territory Writers' Centre)

## Society of Editors (Queensland)

PO Box 1524, Toowong QLD 4066  
enquiries@editorsqld.com  
www.editorsqld.com

## Society of Editors (South Australia)

PO Box 2328, Kent Town SA 5071  
eds@editors-sa.org.au  
www.editors-sa.org.au

## Society of Editors (Tasmania)

PO Box 32, Sandy Bay TAS 7006  
info@tas-editors.org.au  
www.tas-editors.org.au

## Society of Editors (Western Australia)

PO Box 99, Subiaco WA 6904  
www.editorswa.com

## Australian and New Zealand Society of Indexers

GPO Box 2069, Canberra ACT 2601  
president@aussi.org  
www.aussi.org

### *Victorian branch*

GPO Box 1251, Melbourne VIC 3001  
vicbranch@aussi.org

# Index

Aboriginal/Indigenous issues 14b, 20c, 34a, 35c  
abstracting 10c, 27a  
academic journals *see* journals  
academic works 3c, 4a, 5a, 10a, 14b, 14c, 19c, 20b, 20c, 21a, 22c, 24b, 25b, 26c, 29a, 29b, 30b, 32a, 32b, 33a, 34a, 35a, 36a, 36c, 37b, 37c  
*see also* journals; theses  
accounting 19b, 20c, 24c, 35a, 38b  
adaptation *see* rewriting; versioning  
advertising *see* promotional material  
advocacy 37c  
Africa 10c, 16c  
    culture/literature 13c  
agriculture *see* farming  
alcohol *see* drug and alcohol issues  
alternative lifestyles 18a, 39c  
alternative technology 22c  
alternative therapies *see* natural therapies  
animals 16c, 28b  
    *see also* cattle; cats  
annual reports *see* reports  
Antarctica 10c  
anthologies 7c, 29c  
anthropology 8c, 37c, 39c  
applied science *see* sciences  
aquaculture 24c  
architecture 12a, 15a, 26c, 31a, 37b, 38c, 39c  
    naval 11c  
arts 2a, 3b, 4b, 9c, 10b, 12a, 14a, 18b, 18c, 19c, 20a, 21c, 22a, 23b, 29a, 29b, 30b, 34c, 37b  
    *see also* specific subject entries e.g. film; fine art; history: art; theatre; visual arts  
articles *see* journalism; magazines/newspapers  
artwork management 22c, 37b  
    *see also* illustrated works  
Asia-Pacific 14c, 20a, 25b, 35a, 37c  
assessment *see* manuscript assessment; testing/assessment  
astrology 22a  
astronomy 17b, 21c  
atlases *see* mapping  
audio materials 13a, 28c, 32c,  
author/designer liaison 5b, 6c, 17a, 18c, 20c, 22c, 28c, 30b, 33b, 33c, 37a, 37b  
author development *see* manuscript assessment/development  
automotive 10b, 35b  
aviation 12b, 35b  
banking *see* finance

bibliographies 4a, 22c, 27a  
biography 4a, 6c, 9b, 11b, 14c, 15b, 16a, 18a, 18b, 19a, 20c, 21c, 22b, 29a, 29b, 30b, 31b, 33b, 34a, 34c, 37a, 37b  
biology 3c, 14a, 21a, 27c, 36c, 38a  
    *see also* sciences  
biomedical sciences *see* sciences  
birds 16c, 27a, 34a  
blurb 37a  
botany 22c, 23a  
brief preparation 6c  
brochures/booklets 4c, 5c, 6a, 6b, 12c, 15a, 16c, 18c, 21c, 23b, 30c, 31b, 31c, 34c, 39a  
building/construction 5b, 20c, 31a, 38c, 39c  
    *see also* architecture  
bushwalking 7a, 18a, 21c  
business 11c, 14c, 15a, 17a, 17c, 19a, 19c, 20b, 27b, 29b, 32c, 33c, 37a, 39b  
    business communication 1a, 1b, 2b, 4b, 4c, 10a, 19a, 19b, 20b, 21a, 23c, 30c, 38b  
    business planning 38c, 39a, 39b  
    business studies 1c, 20b, 35a, 37a  
    small business 2a, 4b, 6a, 17c  
    *see also* commerce; corporate publications; reports  
careers 20a, 34b, 38c  
cartography *see* mapping  
case studies 1a, 1b, 24a, 38b  
catalogues/programs 5c, 20a, 31b, 36a, 37c  
    *see also* exhibitions  
cattle 12a  
cats 28b  
CD-ROMs 13a, 14a, 18c, 20a, 24c, 30a, 32c, 34b, 39b  
    *see also* electronic publishing; multimedia  
chemistry 17a, 21a, 27c, 36c, 38a  
child development 2c, 28c, 39b  
    *see also* parenting  
children's books 7c, 20b, 24c  
    fiction 2a, 5b, 15c, 16b, 16c, 17b, 21c, 23a, 26b, 27b, 31b, 36a, 39c  
    non-fiction 2a, 5b, 9a, 10c, 13a, 15c, 16b, 21c, 24c, 26b, 29c, 39c  
    picture books 9a  
    *see also* educational materials: primary  
Christian mission 8c  
cinema studies *see* film  
colour 11c, 17a  
commerce 18b  
    *see also* business; trade  
commissioning 9c  
community sector 6a, 18a, 26c, 28c, 29a, 31b, 32a, 37c, 39c

computers 21c, 37c  
    *see also* information technology; software  
conference papers 15c, 26c  
conservation 9c, 10b, 13c, 27c, 28a, 37a  
    *see also* environment  
consultancy services 20c, 24c, 29c, 35a  
cookery 9c, 13a, 14a, 31b, 33b, 37a, 39b  
    *see also* food  
copyright *see* permissions  
copy-writing 2a, 2c, 4b, 7a, 9a, 13a, 27b, 30c, 31c, 32a, 34c, 35c, 38b  
    *see also* promotional material  
corporate publications 1a, 1b, 2a, 2b, 4a, 4b, 4c, 6b, 7a, 8a, 11a, 11c, 12b, 13c, 15a, 18b, 19a, 20a, 20c, 21a, 23c, 28b, 28c, 30a, 30c, 32a, 32c, 34c, 35a, 37c, 38b, 39a, 39b, 39c  
    prospectuses 8a, 15a  
    *see also* business communication; profiles; reports; submissions  
course materials *see* curriculum/course materials  
craft 21c, 32c  
crime *see* fiction: crime; true crime  
criminology 22c  
criticism *see* reviews  
cultural issues 8c, 9c, 14a, 14b, 17b, 20a, 20c  
    *see also* multicultural issues; popular culture  
current affairs 1c, 14b, 20c, 21a, 22c, 31b, 35a  
curriculum/course materials 2a, 4c, 5c, 17a, 18b, 18c, 20a, 20c, 21b, 23b, 28b, 29c, 31b, 31c, 38c  
    *see also* educational materials  
cycling 13a  
dance 7a  
data searching/presentation 8a  
decolonisation 20c  
defence materiel 11c  
demographics 21b  
design 2c, 8b, 8c, 11c, 30b  
    *see also* graphic design; instructional design; page layout  
desktop publishing 1c, 4b, 12a, 12c, 28a, 28c, 35b  
    *see also* typesetting  
dictionaries 33a  
digital publishing 2c  
    *see also* electronic publishing  
directories 12a, 18a, 18c, 27b  
disability 14b, 18a, 34b, 39c  
displays *see* exhibitions  
DIY 5b, 23a  
documentation 2a, 15a, 35b  
drama *see* theatre  
drug and alcohol issues 5c, 7b, 18a, 25a, 25c, 37c

Dutch language 9c  
ecology 7b, 17a, 21a, 27a  
economics 6c, 18b, 24a, 27b, 31a, 35a, 38b, 39b  
editorial reviews *see* manuscript assessment/development; reader's reports  
education 6c, 7a, 16c, 17a, 18a, 21a, 21b, 22a, 24c, 25c, 26a, 26c, 28a, 29a, 29b, 32a, 32c, 34b, 34c, 36a, 36b, 37c  
    *see also* educational materials; literacy  
educational materials 3a, 4a, 4c, 5b, 5c, 6a, 9a, 10a, 12c, 13c, 17a, 18b, 18c, 19c, 22a, 22c, 23a, 23b, 26c, 29c, 30c, 32c, 33c, 36c, 37b, 39b  
    primary 2a, 5b, 7c, 8b, 13a, 13b, 15c, 16b, 21b, 21c, 22a, 24c, 25b, 26b, 27b, 28a, 29c, 31b, 31c, 33b, 36a  
    secondary 1c, 7b, 8b, 9c, 13a, 13b, 14a, 14c, 15b, 15c, 16b, 21b, 21c, 23b, 24a, 24c, 25b, 26b, 27b, 27c, 30b, 31b, 33b, 34b, 36a, 37a, 38a, 39b  
student guides/workbooks 3a, 13a, 15c, 18c, 19c, 20a, 23b, 29c, 34b, 36c, 39b  
teacher resources 3a, 7c, 13a, 13b, 14a, 15c, 16b, 23b, 26b, 29c, 31c, 34b, 39b  
tertiary 4b, 10b, 11c, 13a, 13c, 15b, 16b, 20b, 20c, 21b, 24b, 24c, 25b, 27b, 27c, 32a, 36a, 37a  
    *see also* academic works; curriculum development; education; instructional materials; testing/assessment  
electronic publishing 3a, 7b, 26a, 36c, 37c  
    *see also* CD-ROMs; websites  
employment 6a, 35c  
    *see also* careers  
energy 7a, 31a  
engineering 10b, 12b, 17a, 21a  
English language 7c, 13b, 16b, 19c, 21c, 26a, 29c, 31c, 32c, 33b, 37a  
    ESL/EFL 16b, 18a, 31c  
    non-native speakers 10a, 26c, 31b, 32b, 34a, 37c  
    regional variants 6b, 26c, 38b  
    *see also* grammar; literacy; plain English; style  
English literature *see* literature  
environment 3c, 5c, 7a, 10c, 12b, 14a, 17a, 18a, 18b, 21a, 27a, 27c, 28a, 28b, 28c, 29b, 31a, 31c, 39c  
    *see also* conservation; ecology; sciences  
ESL/EFL *see* English language  
essays 20c  
ethics 3c, 19c  
etymology 6b  
evaluation procedures 24a, 39a  
    *see also* testing/assessment  
exhibitions 10c, 12c, 18c, 28b, 36a, 37b  
fact checking 12b  
fair trade 8c  
fantasy *see* fiction

- families *see* parenting
- farming 3c, 9a, 12a, 16c, 24a, 36b
- features *see* journalism/features; writing
- feminism 5a, 22c, 25b  
*see also* women's issues
- fiction 2c, 7c, 9a, 9b, 10a, 15b, 16a, 17b, 18b, 19a, 20a, 20b, 22a, 25b, 25c, 27b, 28a, 28b, 29b, 32b, 33a, 37a, 39c  
crime 5b, 25b, 33b  
fantasy 7c, 18a, 25b  
romance 7c, 27b  
science fiction 5b, 7c, 17b, 25b  
young adult 21c, 23a, 25c  
*see also* children's books; literature; short stories
- film 6c, 12c, 15b, 16a, 20a, 25c, 33a  
Australian film 36b
- finance 2b, 7a, 15a, 17c, 19a, 30a, 31a  
*see also* business; investment
- fine art 18c, 20a, 26a, 29b, 32c, 36a  
*see also* arts; visual arts
- fitness *see* health
- Flemish language 9c
- flyers *see* promotional material
- folklore 37a
- food 2c, 3b, 13a, 29b, 39b  
*see also* cookery; nutrition
- football 18b
- footnotes 5a, 22c, 37b
- formatting *see* styling
- French language/culture 4a, 8b, 9c, 13c, 15c, 16b, 22b, 27b, 28b, 29b, 32c, 33a, 39c
- gardening 2c, 6a, 12a, 13c, 18a, 21c, 23a, 28a, 33b, 37b, 38c
- genealogy 22c, 28c, 29a
- general knowledge 10c, 14b, 16c, 18a, 22c
- geography 11b, 16c
- German language/culture 4b, 9c, 10c, 15c, 22b, 27b, 28b, 29b, 33a
- government publications 1a, 1b, 3c, 5c, 6c, 7a, 8a, 12b, 17a, 18c, 21a, 21b, 23c, 24a, 24b, 28b, 29a, 29b, 30a, 31b, 34a, 34c, 35a, 35c, 36b, 36c, 37c, 38b, 38c, 39a, 39b, 39c  
*see also* local government; reports
- grammar 11a, 15c, 16c, 25b, 28c, 33b
- graphic design 1c, 6b, 10a, 10b, 12c, 15a, 17c, 26c, 33b, 33c, 35b, 37b, 37c  
*see also* author/designer liaison; design; page layout
- guides *see* careers; real estate; style; travel  
*see also* educational materials; handbooks; manuals
- handbooks 4b, 9a, 16c, 18a, 28b, 34c, 37b  
*see also* guides; manuals
- handwriting 29c
- health 3a, 3b, 4a, 5c, 6a, 9b, 13b, 14c, 19b, 20b, 24a, 27c, 28c, 32a, 34b, 36b  
community/public health 5c, 25c, 37a, 37c, 39b  
natural health 22a, 39c  
health sciences 3c, 20c, 29b, 35a  
*see also* medicine; sciences
- history 5a, 6c, 8c, 9c, 12a, 14a, 15b, 15c, 16c, 18a, 18b, 18c, 19a, 21a, 22a, 22b, 22c, 23a, 23b, 24c, 25c, 28a, 28c, 29a, 29b, 30b, 32c, 33b, 33c, 36a, 36b, 39b  
Aboriginal history 34a  
art history 5a, 8c, 10a, 37b  
Australian history 35a, 36b  
history for children 34b  
legal history 11c  
military history 14c, 25a, 35b  
social history 12c, 14c, 19c, 37a  
*see also* natural history
- homelessness 20c
- horticulture 9c, 36b  
*see also* botany; gardening
- hospitality 3b, 37a, 38b
- how-to books *see* do-it-yourself; instructional materials; manuals
- humanities 3a, 4a, 5a, 9c, 10a, 10c, 12c, 13a, 14b, 15b, 16b, 18c, 21a, 22b, 24b, 26b, 27b, 33b, 37a, 37c, 39b
- human resources 20c, 35a
- human rights 18a, 35c
- human services 34c
- humour 15a
- illustrated works 5b, 11a, 13b, 26c, 28c, 37b  
*see also* artwork management; children's books
- indexes  
compiling 1a, 1b, 3c, 4a, 8a, 10c, 12b, 12c, 14c, 15b, 17c, 18a, 21b, 22b, 24c, 26c, 27a, 27b, 32a, 35b, 37a  
editing 22c
- industrial relations 5c, 11c, 25c, 29b  
*see also* trade unions
- industry 3b, 26b, 31a
- information technology (IT) 1c, 3a, 13b, 15a, 19a, 19b, 21b, 28c, 30b, 31a, 37c  
*see also* computers; software
- inquiries *see* reports
- instructional design 10b, 19c, 30a, 35b
- instructional materials 4b, 5b, 5c, 9a, 10b, 13a, 15a, 18c, 25a, 30a, 35b, 37a, 38c  
*see also* educational materials; manuals
- insurance 3b, 30a
- international issues 15c
- interviews 1a, 1b
- investment 1c, 18c  
*see also* stock market
- Italian language/culture 6c, 8b, 15c, 26a, 29b, 33a, 39c
- Japanese language/culture 29b, 32c
- jazz 31b
- journalism/features 1a, 1b, 3b, 6a, 7a, 10b, 11b, 15a, 16a, 20c, 23c, 24a, 25a, 26a, 28c, 30c, 32a, 32b, 34c, 36b, 39c  
*see also* journals; magazines/newspapers; newsletters; writing
- journals 1c, 3b, 10a, 19c  
academic 3c, 4a, 10a, 24b, 26c, 35a, 37b, 39c  
international 10a  
literary/cultural 13b, 13c, 14b, 26a, 32a  
professional 8a, 10a, 33c, 35a  
scientific/medical 3c, 12c, 14a, 17a, 21a, 21c, 36c, 38a  
technical/trade 36b
- kits *see* educational materials; instructional materials
- language recordings 16b
- languages 8b, 13a, 15c, 25b, 30b, 34c, 35a  
audio materials 13a  
Dutch 9c  
Flemish 9c  
French 4a, 8b, 9c, 15c, 16b, 22b, 27b, 28b, 29b, 32c, 33a, 39c  
German 4b, 9c, 10c, 15c, 22b, 27b, 28b, 29b, 33a  
Italian 6c, 8b, 15c, 26a, 29b, 33a, 39c  
Japanese 29b, 32c  
Latin 28b, 33a  
Spanish 16b, 33a, 34c  
Tok Pisin (PNG) 8c  
*see also* translation
- Latin 28b, 33a
- law/legal issues 11c, 13a, 15a, 18a, 19c, 20a, 20b, 20c, 21a, 22c, 23a, 24a, 25c, 26b, 27b, 27c, 29a, 29b, 34b, 35c, 36b
- layout *see* page layout
- learning materials *see* educational materials; instructional materials
- letters *see* biography
- lexicography *see* dictionaries
- life sciences *see* biology; health sciences; sciences
- linguistics 25b, 36b, 39c
- literacy 5b, 13b, 16b, 24c, 25b, 26b, 29c, 31c, 34b  
*see also* English language
- literary criticism *see* journals: literary/cultural; reviews
- literature 6c, 10b, 12c, 13b, 14b, 15b, 16c, 18a, 19a, 22b, 22c, 23b, 27b, 30b, 36a  
Australian 36b  
English 28b, 33b  
*see also* children's books; drama; fiction; poetry; short stories
- local government 2b, 3b, 4c, 12b, 19c, 24b, 29a, 29b, 34c, 39c
- LOTE *see* English language: non-native speakers; languages
- magazines/newspapers  
editing 3b, 11b, 12c, 15a, 17c, 18a, 21c, 25a, 28a, 30c, 31a, 32b, 36b, 37b  
writing *see* journalism/features  
*see also* journals; newsletters
- management 27b, 28b, 33c, 35a, 38b
- manuals 9a, 12a, 18c, 19a, 20a, 20b, 21b, 27b, 38c, 39a  
*see also* guides; handbooks; instructional materials
- manuscript assessment/development 6c, 7c, 8b, 9b, 9c, 11a, 14a, 17c, 18b, 20a, 20c, 22a, 22b, 22c, 23a, 25b, 25c, 26b, 26c, 27b, 27c, 29b, 29c, 34a, 35a, 36c, 39b
- mapping 22a
- maritime 11c, 15a, 35b
- marketing 1a, 1b, 4b, 10a, 11c, 33c  
*see also* promotional material
- mathematics 3a, 5b, 7b, 7c, 10b, 12b, 14a, 17a, 21a, 22a, 27c, 29c, 33b, 36c, 38a
- media 5c, 14c, 25c, 28c, 30c
- media releases 1a, 1b, 2b, 3b, 5c, 6a, 7a, 23c, 24a, 26a, 29b, 34c  
*see also* promotional material
- medicine 3a, 3c, 7b, 11c, 12c, 14a, 15a, 26c, 27c, 29b, 32b, 36c, 38a  
*see also* health sciences; natural therapies; pharmacology; sciences
- Melanesian culture/religion 8c
- memoirs *see* biography
- Middle East 29b
- mining 35b
- motorcycling 5b, 7a
- multi-author works 23c, 26c, 29b, 32c, 37b
- multicultural issues 18a, 28c, 35c
- multimedia 5c, 9c, 30c, 32c  
*see also* CD-ROMs; electronic publishing
- multivolume projects *see* series of books
- museums 12c, 18c
- music 3b, 4b, 10b, 10c, 13a, 15a, 21c, 25c, 28b, 29a, 29b, 29c, 33a, 37a  
classical 37b
- musicology 29a
- notation 4b  
*see also* jazz; singing
- mythology 20c, 22a, 28a
- natural history 8c, 13a, 16c, 20c
- natural sciences *see* sciences
- natural therapies 5b, 18a, 39c

- nature 37a
- newsletters 1a, 1b, 4c, 6a, 4b, 8c, 9a, 12a, 12c, 15a, 16c, 17c, 23b, 23c, 24a, 31a, 31c, 34b, 38c, 39a, 39c
- newspapers *see* magazines/newspapers
- non-English-speaking background *see* English language
- non-fiction 4a, 4c, 5a, 6c, 8c, 9a, 9b, 9c, 10a, 12b, 13a, 14c, 16a, 17c, 18b, 20a, 20b, 21c, 22a, 23b, 26a, 27b, 30b, 32c, 33a, 33b, 34a, 36a, 39c
- literary 9a, 26a, 34a, 37c
- see also* children's books; trade books
- non-government organisations 3c, 30a
- not-for-profit *see* community sector
- novels *see* fiction
- nuclear energy 24a
- numeracy 25b, 34b
- nursing 35a
- nutrition 24a
- see also* cookery; food; health
- occupational health and safety 35b
- online publishing 1a, 1b, 1c, 2a, 4b, 5c, 9a, 15c, 17b, 19a, 24c, 25a, 26a, 28c, 30a, 30c, 31a, 34b, 34c, 35c, 37a, 39b
- see also* websites
- opera 29a
- organics 17b
- ornithology *see* birds
- Pacific studies *see* Asia-Pacific
- page layout 1c, 8c, 12a, 12c, 18a, 22c, 33c, 37b, 37c
- see also* graphic design
- pamphlets *see* brochures/booklets
- Papua New Guinea 8c, 15c, 24c, 34b
- parenting 2c, 9a, 12b, 25c, 37c, 39b, 39c
- performing arts *see* music; theatre
- permissions 33c
- personal development 5c, 6c, 28b, 33c, 34b
- pharmacology 15a, 21a
- philosophy 10b, 24c, 25c, 28c, 39c
- photography 7a
- see also* artwork management
- physical sciences *see* sciences
- physics 12b, 14a, 17a, 21a, 27c, 36c
- picture books *see* children's books; illustrated works
- plain English 5c, 11b, 17c, 18a, 22c, 23c, 24b, 28b, 30c, 33b, 37c, 38b, 38c
- planning *see* policy and planning; town planning
- plays *see* theatre
- poetry 4b, 7c, 10b, 13a, 17b, 19c, 28b, 33a, 39c
- policy and planning 4b, 6a, 19a, 20a, 20b, 21b, 23c, 31a, 35b, 38a, 38c, 39c
- political science 21a, 24b, 29b
- politics 1c, 6c, 10b, 14b, 22b, 23b, 25b, 25c, 27c, 29a, 32c, 36a, 38c
- Australian politics 35a
- popular culture 25a, 36b
- press releases *see* media releases
- primary education *see* educational materials
- printing services/liaison 1c, 12c, 17c, 33c
- see also* project management
- professional associations *see* journals
- profiles 25a
- project management 1a, 1b, 1c, 2b, 2c, 4b, 5b, 6b, 7a, 8a, 8b, 9c, 10a, 12c, 13b, 13c, 15a, 16a, 16b, 17c, 18a, 19a, 19b, 19c, 20a, 20b, 20c, 21a, 22a, 23c, 24a, 24c, 25c, 26b, 26c, 27b, 27c, 28c, 29b, 31a, 32a, 32b, 33b, 33c, 34b, 34c, 35a, 35b, 35c, 36a, 36c, 37b, 38a, 39b
- educational materials 4c, 5b, 9c, 13b, 16b, 20a, 20b, 20c, 22a, 24c, 28a, 33b, 34b, 38a
- large/complex projects 22c, 33b
- promotional material 2a, 3b, 4b, 6a, 6b, 13a, 23b, 28a, 28c, 32a, 38b, 39c
- see also* copy-writing; marketing; media releases
- proof collation 22c
- proofreading *see* specific subject entries
- property *see* real estate
- proposals *see* submissions; tender documents
- psychology 11c, 13c, 22a, 24c, 28c, 33c
- publishing 5a, 12c, 35b
- see also* desktop publishing; online publishing
- quizzes 6b
- reader's reports *see* manuscript assessment/development
- real estate 12a, 17c, 27b
- recreation 12b
- reference texts 2c, 4a, 8b, 9c, 14c, 20c, 25c, 34a, 36c, 37a
- religion 8c, 17b, 27b, 34a, 39b
- see also* spirituality
- renovation *see* building/construction
- reports 3b, 10a, 10b, 12a, 12b, 15a, 23b, 23c, 25b, 31c, 32a, 32b, 34a, 34c, 35c, 36b, 39a, 39c
- annual reports 1a, 1b, 2b, 4b, 4c, 5c, 6a, 6b, 6c, 12c, 15a, 20a, 24a, 28b, 29a, 30c, 31a, 34b, 38c, 39a, 39b, 39c
- corporate 3b, 7c, 11a, 17c
- inquiries/royal commissions 11c, 29a, 29b, 39a
- research/technical 3c, 5c, 21a, 21b, 21c, 24b
- see also* business communication; government publications
- research 1a, 1b, 2b, 5a, 6a, 6b, 8c, 13b, 20a, 24a, 25b, 25c, 26a, 27a, 27b, 29c, 31a, 36c, 38b
- resource guides *see* educational materials; instructional materials; training
- restructuring 19c, 22c, 34a
- résumés 10c, 16c, 31b
- retailing 6a, 7a, 19a, 19b
- reviews
- arts 20a, 28b, 29a, 32b
- film/television 13b, 32b, 34c
- literature 14b, 28b, 32b, 34c
- manuscripts *see* manuscript assessment/development
- restaurants 2c, 8b, 12b
- theatre 1b
- rewriting 2c, 3b, 9a, 11a, 12b, 14a, 15a, 16a, 16c, 17a, 17c, 18b, 18c, 21c, 22c, 23a, 23c, 24b, 26c, 27a, 30c, 31b, 32c, 34a, 36a, 37a, 37b, 38b
- royal commissions *see* reports
- rural issues 36b
- sailing 11c, 33b
- salinity 12a
- schedules 39c
- scholarly works *see* academic works
- science fiction *see* fiction
- sciences 3a, 3c, 7b, 10a, 10b, 12b, 12c, 13b, 14a, 17a, 17b, 19a, 20b, 21a, 21c, 24a, 25c, 27c, 31a, 31c, 32a, 32b, 33a, 33b, 36c, 38a
- applied 17a
- biological 3c, 21c, 36c, 37c
- biomedical 3c, 21a, 38a
- environmental 3c, 21a, 36c
- natural 17b
- physical 21a
- popular 13c
- see also* astronomy; biology; botany; chemistry; ecology; physics; social sciences
- scientific journals *see* journals
- scientific terminology 25b
- screenwriting/scripts 16a, 17b, 28c, 32b
- secondary education *see* educational materials
- self-awareness/self-help *see* personal development
- series of books 9b, 13b, 15c, 19b, 20b, 21a, 22a, 23a, 28a, 29c, 36a, 38a
- short stories 7c, 23a, 37a, 39c
- singing 13a, 25b, 28b, 37a
- see also* opera
- small business *see* business
- social issues 5c, 13c, 20c, 23b, 25b, 26c, 27c, 30b, 31b, 39c
- social justice 35c, 36b
- social sciences 5c, 12c, 20c, 24a, 24b, 26a, 26c, 37c
- social studies 29c, 31c
- sociology 10b, 13c, 36b
- software 3a, 6b, 19b, 37c
- development 2c
- evaluation/testing 21b
- user support 21b, 35b
- see also* CD-ROMs; electronic publishing; information technology
- SOSE *see* social studies
- Spanish language 16b, 33a, 34c
- speech writing 1a, 1b, 2b, 3b, 17b, 23c, 24a, 29b, 38b
- spelling 28c
- spirituality 6c, 18b, 22a, 33c, 34a
- see also* religion
- sport 2b, 3b, 6b, 16c, 18b, 25c, 33c, 34b
- see also* football; sailing; tennis
- statistics 21b
- stock market 17c
- style 11a, 11b, 37c
- styling 6c, 8a, 14c, 15b
- see also* graphic design; page layout
- sub-editing 3b, 18a, 25a, 26a, 28c
- see also* magazines/newspapers
- submissions 1a, 1b, 15a, 19a, 38b, 39a, 39c
- swimming 39b
- tai chi 20c
- teaching *see* training/teaching
- technical publications 2a, 3a, 10a, 10b, 12a, 12c, 16c, 17a, 19a, 19b, 30a, 32b, 35b
- see also* journals; writing: technical
- technology 15a, 21a, 31a, 33b, 38b
- see also* alternative technology; information technology
- telecommunications 30a
- television 16a, 29c
- tender documents 29a, 29b, 30a, 31b
- see also* submissions
- tennis 1c, 33c
- tertiary education *see* academic works; educational materials
- testing/assessment 3a, 4a, 18c, 25b, 29c, 31c, 32a, 38b
- textbooks *see* educational materials
- textiles 8b, 10a, 17a
- theatre 3b, 9a, 18a, 28b, 28c, 29a, 33a
- theology 27b
- theses 5a, 10a, 12c, 16c, 19c, 25b, 26c, 32b, 36b, 37c, 38c
- see also* academic works
- tourism *see* travel and tourism
- town planning 26c, 38c
- trade 7a, 8c, 34b
- trade books 2c, 4a, 8b, 15b, 17a, 18b, 20a, 22a, 22c, 26b, 27b, 29a
- see also* fiction; non-fiction
- trade unions 20a, 38c
- training/teaching 6a, 20a, 23b, 26a, 33a, 35b



editing/writing skills 7c, 10a, 11a, 12b, 16a, 20b, 21b,  
22c, 26a, 33c, 35a, 39a  
vocational 5c, 16c, 30c, 37a, 38b, 38c, 39b  
training materials *see* instructional materials  
translation 29b  
  English–German 10c  
  French–English 22b  
  German–English 10c, 22b  
  translation management 3a, 5b, 8b, 28c  
  *see also* languages; versioning  
travel and tourism 1a, 1b, 1c, 2c, 3b, 6a, 8b, 9b, 9c, 10c,  
  14a, 14c, 16c, 17a, 18a, 22a, 25b, 26a, 27a, 28c, 29b, 32a,  
  32c, 33a, 33c, 34c, 36a, 36b  
true crime 25c  
typesetting 8a, 17c, 26c, 37c  
  *see also* desktop publishing  
versioning 5b, 6b, 19a, 24c  
visual arts 27c, 37b  
  *see also* arts; fine art  
water resources 12b  
websites  
  content/writing 2a, 2c, 3a, 4b, 4c, 5c, 9a, 13a, 18c, 20b,  
  23c, 25a, 25b, 28c, 30a, 30c, 31a, 32c, 34c, 36a, 37c, 39c  
  design/review 8a, 19b, 28c, 30a, 37c  
  *see also* electronic publishing  
wine 9  
women’s issues 35c  
  *see also* feminism  
woodwork 5b  
world studies *see* international issues  
writing 4b, 6a, 6b, 6c, 7c, 9a, 9c, 12a, 12b, 13a, 17b, 18a,  
  19c, 25c, 28c, 29b, 38b, 39b, 39c  
  biography 11b, 34a  
  children’s books 2a, 10c, 17b, 23a, 24c, 28a  
  education and training 4c, 9a, 10c, 15b, 16b, 18a, 20b,  
  23a, 24c, 25a, 30a, 31c, 37c, 38c  
  features 2c, 7a, 20a, 25a, 38c  
  grammar/style 11a, 22c, 39a  
  information guides 6a, 20a, 23c, 27b, 37c, 38c  
  non-fiction 2c, 5a, 8c, 11b, 16a, 16b, 23a, 37c  
  policies/reports 12b, 15a, 24a, 35c, 37c  
  reviews 13b, 20a, 32b, 34c  
  scientific 3c  
  technical 1c, 3a, 3b, 7a, 10b, 12a, 17c, 19a, 19b, 27a,  
  30a, 31a, 35b, 36b  
  travel guides 2c, 6a, 11b, 25b, 26a, 32a  
  *see also* copy-writing; journalism; media releases;  
  newsletters; rewriting; screenwriting/scripts; speech  
  writing; websites  
yoga 5b  
young adult literature *see* fiction