Freelance Register
2007–08
2nd edition
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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

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.ipeed-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.
Philpott, Ann M. 27b
Pike, Carolyn 27c
Poupa, Petra 28a
Prager, Lisa (Lisa Prager Corporate Communications) 28b
ProTour Sport Management Pty Ltd (Wendy Skilbeck) 33c
Quillpower PR Publishing (Christina Crossley Ratcliffe) 28c
Rainer, Tony (Tony & Valina Rainer Sound Words) 29a
Rainer, Valina (Tony & Valina Rainer Sound Words) 29b
Ratcliffe, Christina Crossley (Quillpower PR Publishing) 28c
Recht, Eve 29c
Red Pony Pty Ltd (Peter D. Riches) 30a
Riches, Peter D. (Red Pony Pty Ltd) 30a
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
Stubbs, 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
well cut words (Margaret Jacobs) 37c
Woollett, Sally 38a
Word Bytes (Brett Lockwood) 21b
Word Nerds (Michael Gladkoff) 38b
Word Perfect Proofreading and Editing (Julie Stafford) 38c
Words & Features (Tony Berry) 3b
Wordsense (Helen Collins) 39a
Wordsharper Publishing Services (Kath Harper) 18a
Wordshop (Ian Sibley) 33a
Words Without Waste (Margot Holden) 18c
Writers Reign (Jane Angus & Brigid James) 39b
Zen, Bernadette 39c
Research, writing, structural and substantive editing, proofreading, project management, online publications, indexing.


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.


QUALIFICATIONS

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

Natalia Thompson

AGILE & ASSOCIATES

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
Web www.agileas.com.au
ABN 82 966 211 702

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


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.


QUALIFICATIONS

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

David Crofts

AGILE & ASSOCIATES

207 Anderson Street, Yarraville VIC 3012
Phone 03 9332 2427 Mobile 0411 800 313
Fax 03 9332 4292
E-mail dcroft@agileas.com.au
Web www.agileas.com.au
ABN 82 966 211 702

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


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. 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).


QUALIFICATIONS

BA (Theatre/Visual Arts).

Helen Andersen

AGILE & ASSOCIATES

PO Box 321, Greensborough VIC 3088
Phone 03 9438 3161
Fax 03 9438 3161
E-mail andersen@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).


EXAMPLES OF WORK


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


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

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

Windows XP
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

EXAMPLES OF WORK
Editing and proofreading

Writing

AREAS OF EXPERTISE
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.

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

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.

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 Learning 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.

Jan Anderson Publishing Services
Jan Anderson
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

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.

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

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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 Learning 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
### 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 (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**  

**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.


**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
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.


EXAMPLES OF WORK
Editing, proofreading, and writing of educational and training materials, website content, annual reports, newsletters and brochures, project management of educational materials production.

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
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

MEMBER
Australian Society of Indexers.

Windows
Macintosh
Word 2004 for Macintosh, Cindex

Bronwyn Blaiklock
PO Box 658, Ballarat VIC 3353
Mobile 0412 939 077
Email bblaik@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.

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MEMBER
Australian Society of Indexers.

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Macintosh
Word 2004 for Macintosh, Cindex

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.


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.

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

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Australian Society of Indexers.

Windows
Macintosh
Word 2004 for Macintosh, Cindex

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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.


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.
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.

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).


AREAS OF INTEREST/EXPERIENCE
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.
Freelance Eight years. Clients include Rigby, Thomson, Pearson Education, Heinemann, Mimosa, ICE-EM.

EXAMPLES OF WORK

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
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
Edward Caruso

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.


EXAMPLES OF WORK
Writing/editing/design VicRoads (CRB) publications.
Researching/writing/adapting/proofreading Reader’s Digest articles and publicity material.
Researching/writing Quizzes for Reader’s Digest and Australian Tennis Magazine.

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.

Deborah Candy

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

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, Ruyanacy Foundation, small businesses.

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

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.
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, copywriting, feature writing, technical writing, media kits, project management.

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

EXAMPLES OF WORK


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


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 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

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 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
Amanda Coverdale
17 Casella Street, Mitcham VIC 3132
Phone 03 8802 4482
E-mail amanda@musmus.com.au
Copy editing, writing non-fiction, proofreading, research, layout, administration.
EXAMPLES OF WORK
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.
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.

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.
EXAMPLES OF WORK
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).

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.
EXAMPLES OF WORK
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.

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.
EXAMPLES OF WORK
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.
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

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 (ProfWriteEd), RMIT.

MEMBER
Australian Society of Authors.

Windows Office

---

Nadine Davidoff

39 Kerr Street, Warrnambool VIC 3280
Mobile: 0411 145 643
E-mail: Nadine@nadinedavidoff.com.au
Web: www.nadinedavidoff.com.au
ABN: 20 364 711 967

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


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

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.

Windows XP Office 2005, Adobe Acrobat

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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.


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.


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.

Windows XP Office 2000

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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.


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.

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

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); Scientriffic and The Helix (CSIRO).

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

Translating Klaus Moe 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

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.deboyle.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


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.
**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.


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


**AREAS OF EXPERTISE**

Editing, proofreading, page layout.

**AREAS OF INTEREST**

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.

**QUALIFICATIONS**

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

**Word processing**

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
ABN 51 699 023 440

Structural and copy editing, proofreading, writing.


**EXAMPLES OF WORK**


**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

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Emma Brooks
122 Grand Boulevard, Montmorency VIC 3094
Phone 03 9431 6816 Mobile 0408 139 116
E-mail 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**


**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.

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Anne Findlay
6 Wilson Street, Carlton North VIC 3054
Phone 03 9387 1544
Fax 03 9387 1544
E-mail afindlay@netspace.net.au
ABN 32 072 863 097

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


**EXAMPLES OF WORK**


**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.

Examples of work

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


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).

Devices
□ Windows
□ Word 2002

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.

Examples of work


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

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.

Devices
□ Windows
□ Word 2003

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.

Examples of work


Freelance 1986–96; 2002–.

Examples of work

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


Academic: Employment Relations in Australia (Wiley).

Areas of expertise
Humanities, including politics of policy.

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

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

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 Le@rning Federation, Curriculum Corporation, ACER, OUP, Harcourt Education.

EXAMPLES OF WORK

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).
Barbara Gliddon  
2/1 Yorston Court, Elsternwick VIC 3185  
Phone 03 9523 5332  
Mobile 0413 596 783  
E-mail 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.  


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.  

Sally Green  
13 Hudson Street, Hampton VIC 3188  
Phone 03 9598 1132  
Fax 03 9598 1132  
E-mail 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.  


EXAMPLES OF WORK  
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.  

Alan Grigor  
21 Anile Place, Williamstown VIC 3016  
Phone 03 9399 9702  
Mobile 0402 837 580  
E-mail 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  
Windows, Mac OS 10  
Office 2003, Final Draft 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), Swainland, Vorticidum, New Perennial Legumes for Sustainable Agriculture (UWA Press), Commercial Plantations on Saline Lands; Introduction to Volumetric Analysis (CSIRO), New Insight Mathematics 7, 8 & 9, Mathematics Dictionary (CSIRO), Saline Lands (UWA), New Perennial Legumes for Commercial Plantations on Saline Lands; Introduction to Volumetric Analysis (CSIRO), 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
Chemistry, the environment, physics, engineering, mathematics, colour, textiles, applied science, education.

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@ozzienet.net
ABN 57 483 695 917

Editors and workshops. For five years.

Writer of applied science in TAFE, including preparing curriculum and off-campus materials, for five years. Teacher of applied science in TAFE, including preparing curriculum and off-campus materials, for five years.

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


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

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

Managing editor From 0 to 130 Properties in 3.5 Years

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.


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). Low 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@inet.net.au ABN 54 218 856 057

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


EXAMPLES OF WORK

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


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


AREAS OF EXPERTISE

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

AREAS OF INTEREST

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

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.

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.


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

EXAMPLES OF WORK


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

Proofreading Trade fiction: The Road; One Whole and Perfect Day; Dreamtreader; 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


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.


Freelance Since 1990.

EXAMPLES OF WORK


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 XP

Word 2000
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

Writing
Student guides to English texts (Cambridge University Press).


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 rlean@optusnet.com.au
Web www.ruthleaner.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.

EXAMPLES OF WORK

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.

EXAMPLES OF WORK

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’towreeul
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.

EXAMPLES OF WORK
In-house  Academic: social sciences; law; health sciences. Commercial: journalism; homelessness; building construction; decolonisation (Deakin). Corporate: accounting; HR; legal (Thomson).


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.

Windows Prof. XP, 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
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 and reports. 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
Web 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.


EXAMPLES OF WORK

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
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.


EXAMPLES OF WORK

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

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 frithlution@bigpond.com
ABN 90 080 273 286
Editing, proofreading, manuscript assessment and development, project management. Twenty years’ experience.


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


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 3686
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

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 Friedman (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.


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 Dening, Beach Crossings (Miegunyah Press), Stephen Bell, Australia’s Money Mandarin: 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.
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


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

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.

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.


EXAMPLES OF WORK

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).


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

Office 2004, Adobe Acrobat 6

MS Office 2004, Adobe Creative Suite
Mary-Jo O’Rourke
16 Lyle Street, Brunswick VIC 3056
Phone 03 9387 0063 Mobile 0438 014 661
E-mail 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.


EXAMPLES OF WORK

Writing Non-fiction: Nepali Phrasebook, 2nd, 3rd and 4th eds (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.

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

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.

EXAMPLES OF WORK
Available on request.

REnÉE OTMAR
75 Fisher Parade, Ascot Vale VIC 3032
Mobile 0409 792 799 E-mail office@otmarmiller.com.au

AREAS OF INTEREST AND EXPERTISE
Music, film.

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

AREAS OF EXPERTISE
Music, film.

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

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.

MEMBER
MEAA

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 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

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.

EXAMPLES OF WORK
Available on request.

REnÉE OTMAR
75 Fisher Parade, Ascot Vale VIC 3032
Mobile 0409 792 799 E-mail office@otmarmiller.com.au

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.

EXAMPLES OF WORK
Available on request.
Wendy Owen

In Other Words

3 Carew Street, Sandringham VIC 3191
Phone 03 95334600 Mobile 0417847495
E-mail wohen@bigpond.com; wendy.owen@vu.edu.au
ABN 35 475 968154

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.


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"
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 johnmператор@optusnet.com.au  
ABN 94 559 571 197  
Editing, indexing, technical writing, proofreading, (re)writing, abstracting.  
**EXAMPLES OF WORK**  
**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**  
Science, 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.  

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** Unswelling 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).  
**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.  

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.  
**EXAMPLES OF WORK**  
**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.
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
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.


**EXAMPLES OF WORK**

**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**

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

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
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!*.

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

**QUALIFICATIONS**

Windows 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.


EXAMPLES OF WORK


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.

Valina Rainer

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.


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.

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.


EXAMPLES OF WORK

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.
**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.


**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 Environment, 2005–06. Clients include government, NGO and corporate: Australian Bureau of Statistics, Department of Sustainability and Environment, Digital Bridge, Kimberley Aboriginal Medical Services Council, Parenting Research 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).

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**Stephen Roche**  
319 Bluff Road, Sandringham VIC 3191  
Phone 03 9598 6232 Mobile 0432 145 023  
Fax 03 9598 6232  
E-mail sroche@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; 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]

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**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.
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.


Writing Standard & Poor’s web and print products; Australian Electrical World magazine; NSW Commission of Inquiry into Electricity Generation Planning; NeosIA 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.

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.

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

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 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.

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.


**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.

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**


**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.

Sharp Pencils Editorial Services

Carla Morris
2 Macrae Road, Applecross WA 6153
Phone 08 9315 4413 Mobile 0415 593 065
E-mail sharppencils@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**


**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


32a 32b 32c
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.

EXAMPLES OF WORK
Editorial assistance Eighth to twelfth editions of Explore Australia (Viking O’Neil).

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.

EXAMPLES OF WORK

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.

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

MEMBER
Fellowship of Australian Writers.

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.


EXAMPLES OF WORK

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.

MEMBER
Fellowship of Australian Writers.

Windows
Office XP, Publisher

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.aultrasils.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 Mabo (UNSW Press); Fletcher, scholarly opus on 17th-century Jesuit Literacy (Primavera); Winch et al., For Taiwanese author of Negotiating Ethnicity in China; Kane & Russell, Piers Plowman C Version (Athlone); computer work on Plowman C Version Piers Plowman (OUP). Annual reports (various).

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 lsteele@melbpc.org.au
ABN 89 217 925 314

Copy editing, structural, on-screen editing and proofreading, project management.


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, Inset (website newsletters); Voices and Visions—India, Values Education literacy resource (Curriculum Corporation); Grade 6, Grade 7 and Grade 8 Pupils 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.

Macintosh
Office X

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.


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 (GS1 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).


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.

Windows, Macintosh
Acrobat
### 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.

### 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 grammaticial editing (disk and hard copy), DTP, indexing, publishing, defining documentation standards.  
**Freelance** Analyst / Technical Writer / Editor / Trainer / Publisher. Since 1998, clients have included Kendell Airlines, Aeropelianic 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 Spittlers Over Darwin 1943.  
Vast experience in editing airline, military aviation, automotive, mining, marine, software user guides, maintenance, training, safety, and policy and procedures documentation.  

### 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**  

**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 Daily 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.


EXAMPLES OF WORK

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.

Mignon Turpin

1620 Heidelberg–Kinglake 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.


EXAMPLES OF WORK


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.

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.

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).


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.

Marta Veroni

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.


EXAMPLES OF WORK

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.


EXAMPLES OF WORK


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
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


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).

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
Web 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.


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


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.

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
Web www.wordperfect.com.au
ABN 78 892 392 085

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


EXAMPLES OF WORK


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.

MEMBER
Power Macintosh G5
MS Office, Adobe Suite
Writing, editing and project management of reports, manuals, submissions, booklets and brochures for government and commercial organisations.

In-house Department of Human Services.

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 Human Services, the Department of Justice, the Department of Victoria). A variety of publications for the Department of

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.


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).


AREAS OF EXPERTISE
Education and training, business and economics, food and cookery, history, parenting and child development, religion.

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

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.


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).


AREAS OF EXPERTISE
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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

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.


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

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

QUALIFICATIONS
BA (Linguistics), Latrobe University. DipArts (ProfWritEd), RMIT. On-screen Editing for Publication, APA. Introduction to Book Indexing, ASI.

Macintosh
Word 2004

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
editor/writing skills 7c, 10a, 11a, 12b, 16a, 29b, 21b, 22c, 26a, 33c, 35a, 39a
vocational 5c, 16c, 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, 15a, 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, 25a, 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
teachers 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