

LISA SINCLAIR

COPY-EDITOR
PROOFREADER
TRANSLATOR



CONTACT

lisasinclaireditorial@gmail.com

lisasinclaireditorial.com

COURSES

- Copy-Editing 2: Headway, **SfEP**, 25-hour course, 2019
- References, **CIEP**, 25-hour course, 2022

SKILLS

- Proficient in French (C1 level of reading and writing)
- Familiar with the BSI proofreading marks
- Technically proficient with knowledge of Filemaker, InDesign, Photoshop, Acrobat, Microsoft Office, social media platforms and asset management systems

QUALIFICATIONS

MA, TRANSLATION & INTERPRETING STUDIES
UNIVERSITY OF MANCHESTER | 2020–2021
DISTINCTION & TOP STUDENT AWARD

BA (FIRST CLASS HONOURS), FRENCH STUDIES
UOL INSTITUTE IN PARIS | 2011–2014
WITH DISTINCTION IN SPOKEN FRENCH

EXPERIENCE

Freelance Projects

CAMBRIDGE UNIVERSITY PRESS MAY 2022–PRESENT
Proofreading marketing reports for house style compliance and addressing formatting issues

CAMBRIDGE UNIVERSITY PRESS JUNE 2020–PRESENT
Reviewing outsourced copy-editing samples for house style compliance and providing feedback

CAMBRIDGE UNIVERSITY PRESS DEC 2019–PRESENT
Evaluating complex manuscripts in order to prepare copy-editorial briefs according to house style

As well as regularly copy-editing books for a range of academic publishers. See a select portfolio on page 2.

Employment

SENIOR CONTENT MANAGER, HUMANITIES BOOKS
CAMBRIDGE UNIVERSITY PRESS | SEPT 2018–SEPT 2019

Managing 40 academic books each year, both in-house and using offshore project management, with a particular focus on the Music & Theatre lists

CONTENT MANAGER, HUMANITIES BOOKS
CAMBRIDGE UNIVERSITY PRESS | AUG 2016–SEPT 2018

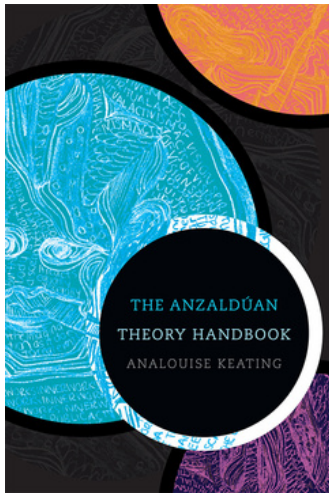
EDITOR
THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2015–AUG 2016

- Managing the editorial and production processes for all titles (5-12 published every month)
- Copy-editing (including developmental editing), proofreading and typesetting the list
- Printer and freelancer liaison
- Line managing and training the Editorial Assistant and 1-3 interns at a time

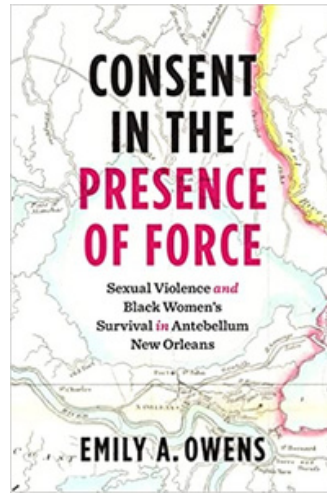
ASSISTANT EDITOR
THE LUTTERWORTH PRESS/JAMES CLARKE & CO |
SEPT 2014–AUG 2015

SELECT EDITING PORTFOLIO

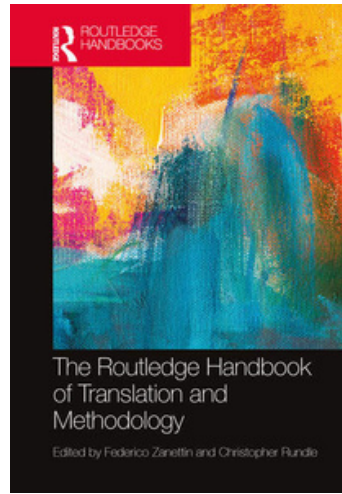
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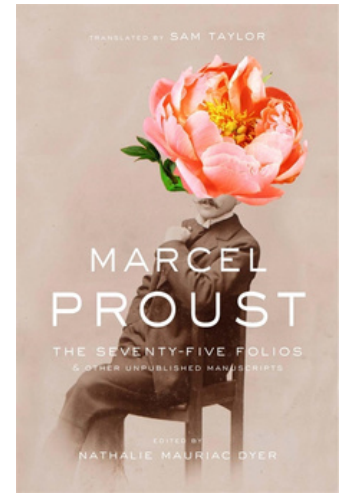
The Anzaldúan Theory Handbook (2022)
AnaLouise Keating



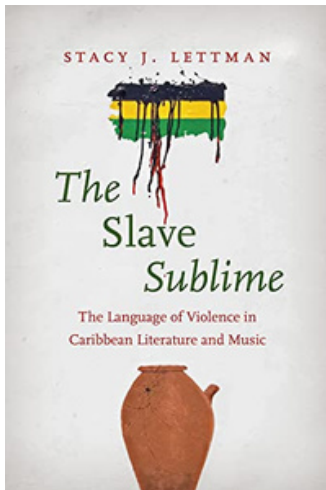
Consent in the Presence of Force (2023)
Emily A. Owens



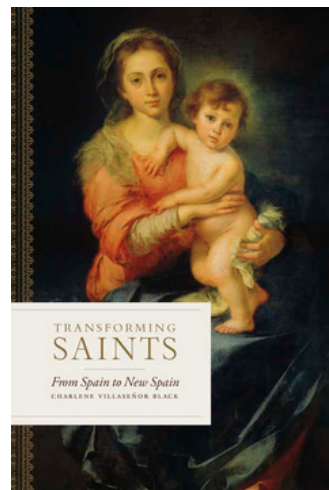
The Routledge Handbook of Translation and Methodology (2022)
Zanettin and Rundle



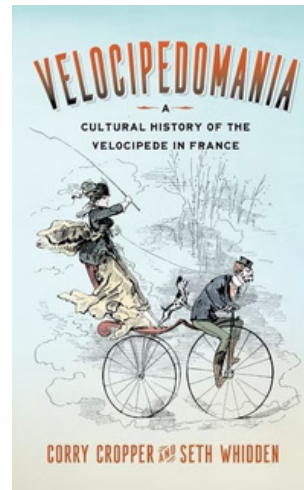
The Seventy-Five Folios and Other Unpublished Manuscripts (2023)
Marcel Proust



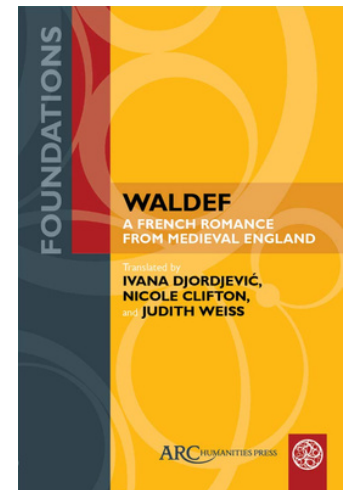
The Slave Sublime (2022)
Stacy J. Lettman



Transforming Saints (2022)
Charles Villaseñor Black



Velocipedomania (2022)
Cory Cropper
and Seth Whidden



Waldef (2021)
Ivana Djordjević, Nicole Clifton
and Judith Weiss

'Part of getting published is having a good editor to work with and Lisa was excellent!'

Keith Crawford

'Lisa was a tremendous help and support.'

Ambrose Mong

'It was hugely heartening to feel Lisa's concern for the subject in the way she worked.'

Avril Pyman