

# Nik Prowse

FREELANCE PROJECT MANAGER, COPY-EDITOR & TUTOR

79 Canterbury Road, Durham DH1 5QY, UK

0191 384 4276 edit@nikprowse.com www.nikprowse.com

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## Profile

**Well-rounded publishing professional:** excellent academic credentials, solid publishing background, cool under pressure, energetic, creative problem-solver, diplomatic, attentive to detail

**Services:** project management (books & periodicals), development editing, copy-editing, language editing and rewriting, tutoring, audio transcription, proofreading

**Advanced Professional Member** of the SfEP;  
coordinator for the North East local group

## Project management

*Editorial management* from manuscript to final print files; management of schedules, freelances and budgets

*Pre-production management*, guiding authors through manuscript preparation to submission

Commissioning from a pool of skilled copy-editors, proofreaders and indexers

Co-ordinating teams of freelances on large projects; fruitful liaison with publishers, authors, typesetters and designers

Journal management (currently Managing Editor of *Orthopaedics and Trauma*): managing schedules, page budget, and content and production quality

Proof correction, electronic mark-up, quality control

More than 60 titles managed to date: large reference works, complex academic titles, books for specialist markets and schools textbooks

## Editing

20 years of experience

Copy-editing, language editing, development editing

Educational, academic and professional books, encyclopedias, school textbooks, journals, educational materials, reports

Subjects: life sciences, health sciences, medicine, school science, psychology, environmental science, pharmaceutical practice, education, pop and rock music

**Tutor** on Basic Proofreading by Distance Learning course, 2008–present  
(Publishing Training Centre, London)

## Clients past and present

Wiley Blackwell

Elsevier

Harper Collins

Publishing Training Centre

Cambridge University Press

Pearson Education

Oxford University Press

Kognity digital publishing

*Journal of Experimental Botany*

Hodder Education

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## Recent projects, examples

- Project management *Orthopaedics and Trauma* journal (ongoing)  
*International Encyclopedia of Geography: People, the Earth, Environment and Technology* (15 volumes)  
*Wiley-Blackwell Encyclopedia of Human Evolution* (2 volumes)  
*Encyclopedia of Clinical Psychology* (5 volumes)  
*GCSE Design & Technology Revision Guide and Workbook*
- Development editing *AQA GCSE 2018 Geography Workbook*  
*Cambridge International AS and A Level Biology Workbook*  
*Pearson A Level Science Teacher Resource Packs for Edexcel*  
*Junior High School Science for Ghana, levels 1–3*
- Copy-editing *GCSE Design & Technology Revision Guide and Workbook*  
*Basic Sciences for Dental Students*  
*International Baccalaureate Geography* (online digital textbook)  
*An Introduction to Critical Media Studies*  
*Why Millions Survive Cancer: The Successes of Science*  
Copy-editing new versions of books to be published in the Arab World, including *Marketing Management*, *Fundamentals of Nursing* and *Strategic Management*

## Training and CPD

- Copy-editing, Proofreading and Editing Illustrations courses (Publishing Training Centre, London, throughout 1997)  
Editorial Project Management (Publishing Training Centre, London, March 2011)  
Digital Editing (Publishing Training Centre, London, October 2012)  
Rewriting and Substantive Editing (Publishing Training Centre, London, 2013)  
Word Macros workshop (Durham, November 2015; organised by me as SfEP local group coordinator)  
SfEP Mini-Conference (Edinburgh, May 2017)

## Previous employment

**PORTLAND PRESS:** Editorial Assistant 1997–1999, Staff Editor 1999–2004

## Education

**PhD Research Degree**, UCL, Genetics of *Drosophila melanogaster*

**BSc (Hons) Biological Sciences (1st class)**, University of Birmingham