

Nik Prowse

FREELANCE PROJECT MANAGER, COPY-EDITOR & TUTOR

79 Canterbury Road, Durham DH1 5QY, UK

+44(0)191 384 4276 edit@nikprowse.com www.nikprowse.com

Profile

Experienced, well-rounded publishing professional:

excellent academic credentials, solid publishing background, friendly, 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 draft text to final product; management of schedules, freelances and budgets

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

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

Managing Editor of *Orthopaedics and Trauma*

Journal management: 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, highly illustrated works, books for specialist markets, schools textbooks

Editing

21 years of experience

Copy-editing, language editing, development editing

Educational, academic and professional books, online materials, 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, PTC

2008–present

Clients past and present

Wiley

Elsevier

Orthopaedics and Trauma

Kognity digital publishing

Harper Collins

Publishing Training Centre (PTC)

Cambridge University Press

Pearson Education

Oxford University Press

Journal of Experimental Botany

Hodder Education

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Recent projects, examples

- Project management *Orthopaedics and Trauma* journal (ongoing)
Encyclopedia of Strategic Communication (3 volumes)
International Encyclopedia of Geography: People, the Earth, Environment and Technology (15 volumes)
GCSE Design & Technology Revision Guide and Workbook
- Development editing *Pearson Revise Maths 11+ Practice Workbooks*
AQA GCSE 2018 Geography Workbook
Cambridge International A Level Biology Workbook
Junior High School Science for Ghana, levels 1–3
- Copy-editing *Geography IB and Psychology IB* (online courses)
Routledge Companion to Popular Music History and Heritage
GCSE Design & Technology Revision Guide and Workbook
Basic Sciences for Dental Students
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 (PTC, London, 1997)
Editorial Project Management (PTC, London, March 2011)
Digital Editing (PTC, London, October 2012)
Rewriting and Substantive Editing (PTC, London, 2013)
Word Macros workshop (Durham, November 2015; organised by me as SfEP local group coordinator)
PTC annual tutors' workshop (London, every October, 2008–present)
SfEP Mini-Conference (Edinburgh, May 2017)
Orthopaedics and Trauma editorial board meeting (London, May 2017)
Project Management Tools for All (PTC, London, 2018)

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