# Graham Hughes | Freelance editor and proofreader


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## Background

- **Information technology**: A 26-year career (1987–2013) including analysis, programming, project management, team leading and quality assurance. Sectors: railways (payroll & personnel, train operations); financial services (settlements, securities, derivatives); retail (stock control); telecoms (directory listings); government (parolee tracking).
- **Writing**: I had a sports history book published (later self-published as an ebook), along with several articles.
- **Editing and proofreading**: Began in 2012; full-time since 2013.

## Education and training (selected)

- *Loughborough University*: BSc (Hons) in Data Processing, 1987
- *PRINCE2* (project management) accreditation at Foundation level
- *Society for Editors and Proofreaders (now the Chartered Institute of Editing and Proofreading)*: Introduction to Proofreading | Introduction to Copy-Editing | Proofreading Progress | Copy-editing Progress | Mentoring for Proofreading | Mentoring for Copy-editing | Efficient Editing | Editing Digital Content | Plain English for Editors
- *Publishing Training Centre*: Basic Proofreading | Copy-editing (both passed with Merit)
- *Online Content Training*: Online Content: Writing and Editing Skills

## What I do

I provide copy-editing and proofreading services to publishers. For other businesses, I offer a *business editing* service, which typically involves the following:

- fixing errors and inconsistencies in spelling, grammar and punctuation
- ensuring that the wording is clear, concise, coherent and readable
- making sure it follows any required style, and is suited to its target audience.

Another service I can offer is *style guide development*: writing or enhancing a set of guidelines to help establish a consistent style for an organisation's written material.

I have worked for a range of clients including marketing/communications/PR agencies, an IT consultancy, publishing companies, other businesses of various kinds, independent authors, researchers and students.

I can edit or proofread almost any kind of written material, for example: reports, newsletters, website content, magazines, books, business documents and academic/research papers. My methods are flexible, and are tailored to suit each client and their specific needs for each job. I can work with both Word and PDF documents.

I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading (CIEP), and am committed to follow its code of practice, Ensuring Editorial Excellence, which assures high standards of editorial work and customer care. I was also the coordinator for the CIEP's Manchester local group for two years. To learn more about my background, experience and services, please visit www.gh-ed.com. To get a quote, or to find out more about how I can help you, please get in touch using any of the contact details above.

## Testimonials

'We use Graham as a regular editor of our business reports, a task to which he brings both a keen eye for detail and an instinctive sense of style. … He copes well with the vagaries of our ever-changing timelines, is able to handle challenges well beyond normal editorial services, and is always professional. I recommend him very highly.' – *C.J. Rowe, Delivery and Quality Manager*

'Graham's work has consistently been accurate, comprehensive and insightful. His can-do attitude and efficient approach make him a valuable asset to any publishing enterprise.' – *Editor, B2B content marketing agency*

'I hired Graham to proofread and edit some website content. The speed at which he got back to us was impressive, particularly taking into account the detail he went into. I would have no hesitation in recommending Graham to anyone who needs a reliable, detail-oriented professional!' – Lee Tonge, CV Consultant, Founder of The CV Store