

## John Firth

Experienced in handling *academic and practitioner* texts (commerce/humanities):

- accurate *proofreading* with an eye for detail, style and context
- attentive and sensitive *editing* aiming for clarity, consistency, completeness—is something missing?—and reader focus
- careful *typesetting*, using Quark XPress and other tools, and
- experience in '*anglicising*' texts written by non-English authors and '*americanising*' non-fiction written in UK English .

Areas of expertise: *history* and *biography* (British, American and European 19<sup>th</sup> century to present), *finance* (especially *pensions*), *the law* (UK and EU law, international trade/investment/intellectual property law, human rights law), *woodwork* and *ceramics*, *games* and *puzzles*. Informed interest in literature, music and the cinema.

Has worked with many types of author: public and private organisations, academic and professional writers, individuals and teams, students and self-publishers.

Full-time freelance and sometimes able to respond to urgent jobs: likes a challenge.

### Recent training

2016 (Sept) 'Efficient Editing' – day course by Society for Editors and Proofreaders

2014 (Aug) 'Web Editorial Skills' – day course by SfEP

2011 (Apr) 'On-screen Editing 1' – day course by SfEP

2008 (Dec) 'Brush up your Grammar' – day course by SfEP

2007 (Apr) 'Brush up your Proofreading' – day course by SfEP

### Experience

2013–present Membership director, Society for Editors and Proofreaders

2003–present Freelance editing, proofreading and typesetting for clients including Aberdeen University, Cambridge University Press, Capita, Croner.CCH, Countryside Books, Edward Elgar, Oxford University Press, Palgrave Macmillan, Pendragon, Pulp Theatre, REC, Robson Press, Routledge, Sutton Publishing, The Stationery Office, World Economics and professional practices, individuals and self-publishers

1993–2004 Toymaker: John Firth Hand-Made Games and Puzzles

1998–2002 Part-time actuarial work (pensions mis-selling review): Hazell Carr

1978–92 Pensions consultant (including period running pensions communications practice): Willis Faber Advisory Services, Towers Perrin

### Qualifications

Advanced Professional Membership of SfEP – 2016

Diploma, Proofreading and Editing – Maple Academy – 2003

Associateship of the Pensions Management Institute – 1982

BA, Balliol College, Oxford – Modern History – 1975–8

### Contact details

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## Some of the projects I've worked on

2016	Pendragon	<i>Guide for Pension Trustees</i> , website: as for previous owner (see below).
	World Economics	Copy editing articles for academic journal.
2014–present	Routledge	Copy editing law and history texts
2014–present	St John Ambulance	Copy editing heavily illustrated catalogues and handbooks.
2012	REC	<i>Business Toolkit</i> : copy editing 240 documents and spreadsheets for online resource.
2009–present	Self-publishers	<i>Recovery from Mental Illness</i> : copy editing autobiography. <i>Testing Times</i> : copy editing history of examinations. <i>The Magi</i> : copy editing textbook of magic. <i>Justice for Children</i> : copy editing campaigning book. <i>Better to Light a Candle</i> : copy editing autobiography. <i>Underground Maps Unravalled</i> : copy editing heavily illustrated monograph. Hieronymus Münzer, <i>Itinerary</i> and <i>Discovery of Guinea</i> : copy editing, layout/typesetting of heavily illustrated translation and print production.
2011–present	CUP	Copy editing business, law and history texts.
	Edward Elgar	Copy editing and proofreading business and law texts.
2010–present	Aberdeen University TSO	Copy editing HERU (2010, 2012, 2017) Reports. <i>Global Standards</i> : adjusting for US businesses. Copy editing and proofreading government documents.
2010–11	Pulp Theatre	<i>Alien Ink</i> : checking website text and weekly online comic for clarity, appropriateness and grammar, checking links.
	Rayburn Tours	Copy-editing illustrated brochures.
2006–9	Countryside	On-screen copy editing and hard-copy proofreading heavily illustrated texts on local and industrial history.
2005–present	OUP	Copy editing and proofreading law, history and specialist police texts (full list available on request). Copy editing initially mostly on paper, now all on screen.
2005–10	Planet Press	Copy editing, design and typesetting of illustrated books for children (3) and adults (4) on money and psychology, conversion to e-books.
2004–15	E&FP	<i>Guide for Pension Trustees</i> , looseleaf (later, book) and website: liaising with author, copy editing, typesetting, managing print production, working with IT consultants to establish website and subsequent development, quarterly updates of looseleaf and website. See Pendragon, above.
2003–present	World Economics	<i>Pensions Pocket Book</i> , annual: liaising with author (Aon Hewitt), some research/origination of text, typesetting and some graphic design, managing print production, developing text and working with IT consultants to establish website, subsequent development and updating of website.