

# Kathy Carter

## Professional Freelance Editing

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### Overview

- Freelance editorial services for publishers and authors of nonfiction books.
- Former senior editor for a major educational publisher.
- Especially skilled at organizing ideas logically and explaining concepts clearly.

### Profile of Typical Clients

- Publishers of nonfiction books who rely on freelancers for thorough, line-by-line editing.
- Authors of nonfiction manuscripts who want to improve their chances of getting a contract from a publisher or literary agent.
- Self-publishers who want their nonfiction books to be polished and professional.
- Anyone who wants to produce high-quality written material and understands the value of professional editing.

### Subject Matter Specialties

- Nonfiction trade books that explain complex ideas for a general audience.
- Thought-provoking subjects such as liberal religion and spirituality, philosophy, history, science, and reference.
- Practical subjects such as health and wellness, nutrition, self-improvement, personal finance, communication, and computer skills, among others.

### What I Offer

- Experience—I've been editing nonfiction book manuscripts for over 25 years.
- Analytical thinking—I don't just gloss over a manuscript. I really look at what it's saying and how it says it.
- Thoroughness—A manuscript isn't edited to my satisfaction until it has a logical structure, well-organized paragraphs, clear and concise sentences, and a pleasing writing style tailored to the audience.
- Technical expertise—I have the right tools for the job, from software to reference books, and know how to use them.
- A pleasant working relationship—My clients can tell you I'm easy to work with.

### Background and Qualifications

- Freelance editor since January 2006
- Senior Editor, Glencoe/McGraw-Hill, 1989–2005
- Various editorial positions at Bennett Publishing Company and its successors, 1982–1989
- B.A. summa cum laude, Rhetoric, University of Illinois at Urbana-Champaign, 1982; University Honors (Bronze Tablet); Phi Beta Kappa
- Professional memberships: Editorial Freelancers Association; Chicago Women in Publishing

## **Manuscript Editing Services**

- Basic copyediting—Ensuring that grammar, usage, punctuation, and spelling are perfect and that any required style guidelines are followed.
- Substantive editing—Making improvements in organization, tone, transitions, word choice, and other aspects of writing in order to better communicate with the intended audience.

## **What I'll Deliver**

- A manuscript thoroughly edited to your specifications.
- Online editing in Microsoft Word using Track Changes (unless otherwise specified).
- Consistently applied formatting using Microsoft Word styles (or any other style tags or codes that you specify).
- Queries entered as embedded comments, inline, or in a separate document, as you prefer.
- Separate editing notes covering overall issues, if needed.
- A style sheet (word list) showing choices made in spelling, hyphenation, and capitalization.

## **Other Services**

- Book proposal writing/consulting—Helping authors prepare a proposal for submission to agents or publishers.
- Developmental editing—Guiding authors during the writing stage.
- Dissertation editing—Improving sentence structure, word choice, paragraph organization, and transitions in a thesis or dissertation.
- Business writing and editing—Communicating clearly in reports, letters, and other business documents.
- Business proofreading—Making sure your business documents and marketing materials are letter-perfect.

## **Selected Clients and Projects**

- Skinner House Books/UUA—Copyediting and/or substantive editing of numerous titles, including *Reason and Reverence: Religious Humanism for the 21st Century*; *Beyond Fundraising: The Complete Guide to Congregational Stewardship*; and *The Fellowship Movement: A Growth Strategy and Its Legacy*.
- Glencoe/McGraw-Hill—Planning and editing educational materials.
- Michael W. Brown—Copyediting *Invitations to the Dance*.
- Monica Vest Wheeler—Copyediting and critiquing *I Had to Know*.
- The Simantel Group—Proofreading and writing business documents.
- Hult Fritz Matuszak—Proofreading marketing materials.

References available on request.

*“I’ve been going through the edit and you did a fantastic job. Your review of the manuscript is thorough and thoughtful, and the finished product will be much better as a result of your care and attention. We really appreciate it.”*

Mary Benard, Senior Editor, Skinner House Books

**For more information: [www.carteredit.com](http://www.carteredit.com)**