

STEPHANIE SYKES

Editor/Proofreader; Editorial Project Manager; Editing Consultant

Bachelor of Arts Degree in Communication, American University (Washington, DC)

QUALIFICATIONS SUMMARY

- 20-plus years of copyediting, substantive editing, and proofreading experience in publications ranging from journals, magazines, newspapers, and newsletters to nonfiction and fiction manuscripts, scientific and technical articles, and print and web marketing materials
 - Specialization in academic content, primarily for journal and magazine articles and published volumes (including indexing)
 - Demonstrated ability to decipher and convey message with a mind to intended audience; preserve author's voice and tone; fine-tune grammar and syntax, punctuation, semantics, and style; and ensure clarity and consistency
 - Extensive project management and publication experience for established, well-known publications and institutions
 - Meticulous organizational and time-management skills
 - Microsoft Office and Adobe Acrobat suites; basic Adobe Photoshop, InDesign, and Illustrator; WordPress
 - Windows and Macintosh platform experience
 - The Chicago Manual of Style, Associated Press Style Manual; keen ability to learn and adopt house style
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PROFESSIONAL ASSOCIATIONS

- Editorial Freelancers Association
 - National Association of Independent Writers and Editors
 - Society of Professional Journalists
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WORK EXPERIENCE

Freelance Editor, January 2001–Present

- Substantive editing, copyediting (including substance, grammar and syntax, spelling style, clarity, and consistency), and proofreading of a wide range of interdisciplinary manuscripts (nonfiction and fiction), academic articles, PhD dissertations, newsletter articles, technical articles, short stories, and marketing materials
- Editorial project management and consulting, including schedule setting and pre-press publication coordination

Editor/Desktop Publisher, IHS Markit, November 2015–April 2019

- Copyediting and technical editing (including substance, grammar and spelling, style, syntax, technical accuracy and consistency) of chemical industry publication articles, analysis reports, and technical reviews written by leading experts
- Cross-functional and cross-group coordination and project management
- Content management (including publication and online posting) and internal workflow management, using the Adobe Acrobat Suite, the Quark Publishing Platform, and multiple custom web-based applications
- Formatting and styling reports using Microsoft Word and Publisher as needed

Marketing Editor/Project Manager, National Instruments Corp., December 2003–March 2007

- Copyediting, technical editing, and proofreading of a wide range of marketing collateral, including newsletter articles, customer solution articles, brochures, flyers, and advertisements
- Development, maintenance, and updating of in-house editorial style guide
- Creation, management, and overhaul of internal and external processes and workflows
- Oversight of job trafficking and tracking

Production Editor/ Managing Editor, Journal of Democracy, October 1997–July 2003

- Copyediting, proofreading, and publication management, design, layout, and pre-press production for a quarterly, international affairs journal, related anthologies, and conference reports
 - Copyediting, proofreading, design, layout, and production of promotional materials
 - Pre- and post-production coordination and troubleshooting, including cross-platform font and software work
 - Submission, editing, and production schedule management; development, maintenance, and updating of in-house style guide; liaison with publisher, authors, printers, indexers, warehouses, and foreign and domestic subscribers; financial management, including invoice and payment records for all publication-related expenses; maintaining all contact and distribution lists
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Los Gatos, California

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PUBLICATIONS LIST

The following is a partial list of forthcoming publications I have worked on in a copyediting capacity.

- K. Collins, *The Rise of Muslim Politics: The Emergence, Mobilization, and Limits of Islamist Movements in Central Asia*, to be published in 2020 as part of the Cambridge University Press Studies in Contentious Politics series
- *The Journal of the Gilded Age and the Progressive Era*, January 2020 issue, published quarterly by Cambridge University Press
- *Early American Studies*, Winter 2020 issue, published quarterly by the University of Pennsylvania Press
- "A History of Chinese Religious Life in Victoria, British Columbia," scholarly article, forthcoming (publication to be determined)
- M. Taylor Ricks, *Something to Live for*, novel, forthcoming (publisher to be determined)
- Ellery Akers, *Swerve: Poems on Environmentalism, Feminism, and Resistance*, forthcoming in January 2020 from Blue Light Press

The following is an abridged list of publications I have worked on in a copyediting capacity.

Books:

- K. Collins, *Clan Politics and Regime Transition in Central Asia*, Cambridge University Press, 2006
- F. Fukuyama, ed., *Nation-Building: Beyond Afghanistan and Iraq*, The Johns Hopkins University Press, Baltimore, MD, 2006
- M.F. Plattner et al., eds., *World Religions and Democracy*, The Johns Hopkins University Press, Baltimore, MD, 2005
- L. Diamond et al., eds., *Islam, Democracy, and the Middle East*, The Johns Hopkins University Press, Baltimore, MD, 2003
- L. Diamond and M.F. Plattner, eds., *Democracy after Communism*, The Johns Hopkins University Press, Baltimore, MD, 2002
- L. Whitehead, *Emerging Market Democracies: East Asia and Latin America*, The Johns Hopkins University Press, Baltimore, MD, 2002
- L. Diamond and R. Gunther, eds., *Political Parties and Democracy*, The Johns Hopkins University Press, Baltimore, MD, 2001
- L. Diamond and M.F. Plattner, eds., *The Global Divergence of Democracies*, The Johns Hopkins University Press, Baltimore, MD, 2001
- M.F. Plattner and A. Smolar, eds., *Globalization, Power, and Democracy*, The Johns Hopkins University Press, Baltimore, MD, 2000
- M.F. Plattner and J.C. Espada, eds., *The Democratic Invention*, The Johns Hopkins University Press, Baltimore, MD, 2000
- L. Diamond and M.F. Plattner, eds., *Democratization in Africa*, The Johns Hopkins University Press, Baltimore, MD, 1999

Journals:

- *The Journal of the Gilded Age and the Progressive Era*, October 2019 issue, published quarterly by Cambridge University Press

Articles:

- Erika Lee, "America First, Immigrants Last: American Xenophobia Then and Now," *The Journal of the Gilded Age and the Progressive Era*, vol. 19, no. 1 (January 2020)
- Alex Bryne, "The Potential of Flight: U.S. Aviation and Pan-Americanism During the Early Twentieth Century," *The Journal of the Gilded Age and the Progressive Era*, vol. 19, no. 1 (January 2020)
- Cassandra Good, "Washington Family Fortune: Lineage and Capital in Nineteenth-Century America," *Early American Studies*, vol. 18, no. 1 (Winter 2020)
- R. Coons, "Renewables: Enabling New, Sustainable Supply Chains," *Chemical Week*, February 12, 2018
- M. Ravenscroft, "Water Treatment: Increasingly Complex Solutions," *Chemical Week*, January 29, 2018
- I. Young with K. Kohli and J. Zhou, "Growth Engine: China Still Drives World Markets," *Chemical Week*, August 28, 2017
- F. Protti-Alvarez, "Digital Transformation: Bringing Chemicals into the Internet Age," *Chemical Week*, October 17, 2016
- R. Westervelt and V. Valk, "DowDuPont: How the Chemical Industry's Largest Deal Came Together," *Chemical Week*, March 14, 2016
- K. Collins, "Ideas, Networks, and Islamist Movements: Evidence from Central Asia and the Caucasus," *World Politics*, October 2007

Miscellaneous academic publications:

- S. Yang and M. Zheng, "Performance of Citations and Altmetrics in the Social Sciences and Humanities," paper prepared for the 82nd Annual Meeting of the Association for Information Science & Technology, Melbourne, Australia, October 2019
 - J. Gauck, "Reforming Peru's Political Institutions: The Role of Good Governance Aid as a Driver of Change," PhD thesis, University of Kent, Department of Politics and International Relations, September 2013
 - F. Fukuyama and F. Furger, *Beyond Bioethics: A Proposal for Modernizing the Regulation of Human Biotechnologies*, Paul H. Nitze School of Advanced International Studies, Washington, DC, 2006
 - N. Manning et al., "Public Officials and Their Institutional Environment: An Analytical Model for Assessing the Impact of Institutional Change on Public Sector Performance," The World Bank Poverty Reduction and Economic Management Network, August 2000
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