

Penguinalia Editorial Services

(Daniel Sentance)

Summary of services

A Professional Member of the United Kingdom's Society for Editors and Proofreaders, I am a copy-editor and proofreader who has been helping authors achieve clarity, cohesion, coherence and accuracy, on time and to budget, since 2010. My principal expertise is in ESOL and the social sciences and humanities. I am also a materials developer, with particular experience of ESOL.

Project management experience

While working for the English Department at SABIS® Educational Services s.a.l. (06/2010–12/2013):

- I set up and managed a proofreading team, managing project allocation, regularly reviewing the work of team members, leading weekly training sessions, holding weekly catch-up meetings with team members and participating in a weekly section editors' meeting to discuss priorities. This resulted in a more consistent, professional output and ultimate cost savings in production, and a faster turnaround.
- I put together a style guide that was adopted across the department, resulting in a more consistent product and reduced editing and proofreading requirements.
- I designed and implemented an ESOL program for the staff of the first free school in Lebanon.

Copy-editing experience

Projects that I have copy-edited include: *Promoting Compliance: The Role of Dispute Settlement and Monitoring Mechanisms in ASEAN Instruments* (Robert Beckman, Leonardo Bernard, Hao Duy Phan, Hsien-Li Tan and Ranyta Yusran) • *The European Neighbourhood Policy: Values and Principles* (Sara Poli, ed.) • *When States Come Out: Europe's Sexual Minorities and the Politics of Visibility* (Phillip Ayoub) • *Ideological Conflict and the Rule of Law in Contemporary China: Useful Paradoxes* (Samuli Seppänen) • *Asia and the Middle-Income Trap* (Francis E. Hutchinson and Sanchita Basu Das, eds) • *Interactive English: Advanced* (SABIS® Educational Services) • *Understanding Listening: Upper Intermediate* (SABIS® Educational Services) • *Understanding Reading: Introductory* (SABIS® Educational Services). A full list of projects can be found on my website (see under 'Contact' below).

Proofreading experience

Projects that I have proofread include: *Handbook of Arab American Psychology* (Mona M. Amer and Germine H. Awad, eds) • *Getting to Grips with BIM: A Guide for Small and Medium-Sized Architecture, Engineering and Construction Firms* (James Harty, Tahar Kouider and Graham Paterson) • *Educational Psychology* (SABIS® Educational Services) • *Introduction to Sociology* (SABIS® Educational Services) • *Interactive English: Advanced* (SABIS® Educational Services) • *Understanding Reading: Upper Intermediate* (SABIS® Educational Services) • *Understanding Reading: Advanced* (SABIS® Educational Services) • *Understanding Listening: Introductory* (SABIS® Educational Services). A full list of projects can be found on my website (see under 'Contact' below).

Materials development experience

Projects that I have developed include: *Interactive English Reading Comprehension: Introductory – Advanced* (SABIS® Educational Services).

Clients and references

Clients I have worked for include: Florence Production (for Routledge) • Out of House Publishing (for Cambridge University Press) • SABIS® Educational Services s.a.l. • Wearset (for Routledge). Testimonials can be found on my website, and references can be provided on request.

Skills

Copy-editing (technical, structural and substantive) • Proofreading • Materials development (ESOL) • APA, Cambridge, Chicago and Oxford styles • Microsoft Word (including find & replace, styles, templates and outline numbering) • French and Spanish (reasonably fluent) • Arabic (basic business and conversational)

Professional qualifications

2013: Basic Proofreading by Distance Learning, the Publishing Training Centre (Merit); New to Online: The Essentials, The Sloan Consortium • **2008:** Solicitor of England and Wales (non-practising) • **2005:** TESOL Teaching Practice Certificate (Pass), INTESOL International • **2005:** Postgraduate Diploma in Legal Practice, the College of Law • **2004:** Graduate Diploma in Law, the College of Law

Education

2003: MA, Spanish and Arabic (2:1), University of Edinburgh

Contact

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