



# Stephen York

## Editorial Services

for professional quality proofreading

[yorkproof@virginmedia.com](mailto:yorkproof@virginmedia.com)

07543 932048

### BACKGROUND

## Who I am

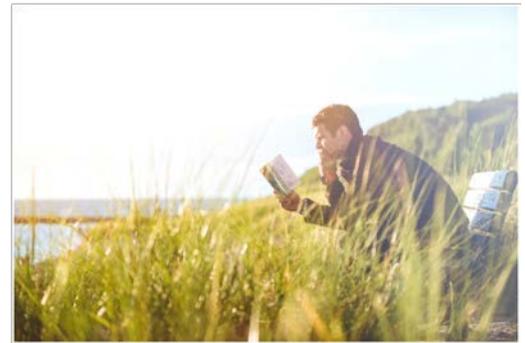
If you are looking for quality proofreading and light editing for digital business media from an experienced professional, then look no further. I will help to root out the last remaining, potentially embarrassing and damaging, errors and inconsistencies in your documents and publications.

For over 20 years I have been offering on-screen / digital editorial proofreading services (comprising proofreading, collation, and light editing) from an office in Wigston, near Leicester, in the UK to the book and journal publishing industry, commercial companies, design and advertising agencies, educational institutions, and authors. In that time, I have proofread over 1900 books, journal issues, and business documents in a wide range of subject areas. Why choose Stephen York?

I can provide:

- long experience in proofreading an extensive variety of documents and publications in a wide range of subjects

- a fresh and objective view of your document or publication
- a good work ethic, being prepared to go the extra mile to achieve the desired result
- a confidential service and assurance that work will not be subcontracted
- flexible working hours and practices
- good communication links, with superfast fibre-optic broadband and an extended capacity Dropbox to handle large files
- up-to-date computer facilities using Windows 10, Microsoft Office 365, and Adobe Acrobat DC 2015
- testimonials from satisfied recent clients.



### THE IMPORTANCE OF PROOFREADING

Why proofread? Well, you only get one chance to impress a new client and it is so easy to alienate an existing client with an inaccurate or confusing document. Hiring a professional to check and correct your proofs will reduce the spelling, punctuation, and grammar errors and a proofreader can also offer advice over ambiguous or woolly wording.

# What I do

On-screen proofreading and light editing of:

- academic papers
- annual accounts and financial reports
- bids, proposals, and tenders
- blogs
- books and handbooks
- business documents
- case studies
- corporate literature
- CVs and cover letters
- distance learning modules
- educational materials
- handbooks
- indexes
- journals – academic and vocational



- magazines
- manuals and operational and procedural instructions
- marketing literature, including brochures and flyers
- mission statements
- newsletters
- packaging
- PowerPoint presentations
- press releases
- programmes
- prospectuses
- reports
- social media posts
- textbooks and teacher / lecturer resource manuals
- travel guides
- website material.

## Subject proofreading areas

I have experience in proofreading in a wide variety of subject areas as follows, with my specialties highlighted in bold:

- **accounting (including bookkeeping, and cost, financial, general, and management accounting)**
- **banking and investment**
- **building appraisal and valuation**
- **business and management (including organizational behaviour and strategic management)**
- child welfare
- **corporate real estate**
- economics and economic geography
- **education (primary, secondary, further, higher, business, professional, and vocational)**
- **education theory and practice**
- **finance and financial risk, loans, leases, and mortgages**
- history (especially twentieth century and ancient Greek)
- health and health promotion
- human resources and training
- marketing and brand management
- military and defence
- philosophy and ethics
- politics and current affairs
- **property management**
- social and cultural studies, including poverty and social exclusion
- theology and religion
- travel, tourism, and exploration (e.g. mountaineering and polar).



# Coverage

Enquiries are welcomed from all over the UK from the following client types:

- book and magazine publishers
- academic and vocational journal publishers
- businesses and companies
- typesetters and project managers
- charities and foundations
- public relations, design, and advertising agencies
- departments and agencies
- professional practices such as accountants, architects, and lawyers
- educational institutions: universities, colleges, schools, and lecturers
- authors, whether it is to proofread books, academic articles, or other publications that have been edited and typeset by a publisher, or for self-publishing or independent authors.

See details of existing clients at:

<https://yorkeditorial.com/clients>



# Benefits of proofreading

Why proofread when you can use a spellchecker? Well, spellcheckers can be useful in a limited way but should not be relied upon in place of an experienced professional proofreader who can provide these additional benefits and advantages of proofreading:

- **provide objectivity** and a fresh pair of eyes as the author of a document or publication will often read what they *expect* to see
- **check on word usage** and identify or amend words or phrases that your spellchecker would not spot, such as using 'that' instead of 'than', or 'to' instead of 'too'
- **check spelling** and correct misspelled words or identify words used in the wrong context, e.g. 'their', 'there' or 'they're'
- **check punctuation**, grammar, and capitalization style
- **check readability**, as well as flow and meaning
- **avoid repetition** of words, phrases, or ideas
- **consistency** of your message and that it is suitable for the intended readership
- **smooth out differences in style** where there are multiple authors or contributors to a document or publication
- **provide peace of mind and assurance** that your document is the best that you can make it and will be understood by the reader
- **help protect your business or brand** from damage caused by documents containing errors or confused wording

- **add value to your business** in ensuring you produce correct, concise, clear, and consistent written communications.

## SAMPLE TESTIMONIALS

"When it comes to proofreading – the last line of defence for catching errors – publishers want a safe pair of hands, and Stephen York's are the safest of all. Whether it's applying a specified style guide, ferreting out inconsistencies, or catching an elusive orphaned citation, Stephen's work is of an exceptional standard, and the reports he supplies with each completed job, specifying the standards applied and the outstanding author and publisher queries, are a model of clarity and thoroughness. No one hiring Stephen will be disappointed."

(Jonathan Dore, Production Editor and Deputy Publishing Director, UCL Institute of Education Press)

"Stephen's reports have always been concise and clear while still being thorough, and his service is always fast, efficient and professional. For large commercial books and smaller projects, Stephen has always been my first port of call for proofreading work at NCB."

(Daniel Kelly, Content Editor, National Children's Bureau)

View more at:

<https://yorkeditorial.com/testimonials/>



## Language consulting – a new service

In addition to my usual proofreading services that check for accuracy of text and to eliminate errors, I offer language consulting services to improve the readability and appearance of new or existing documents. These include:

- checking your existing in-house documents, templates, manuals, and style guides to review their clarity and readability, and make suggestions for improvement
- advising on creating or updating a house style for documents
- adopting the use of plain English and avoiding jargon and ['legalese'](#)
- checking text that has been translated from another language to ensure that it does not sound too stiff and captures idioms currently used in the English language
- condensing text
- rewriting text to avoid:
  - overlong sentences
  - too many short sentences that interrupt the flow
  - word repetition
- formatting of text, tables, and headings to improve visual appearance
- creating SmartArt graphics in Word to enhance the text.

### FOR MORE INFORMATION

Contact:

Stephen York Editorial Services

Tel: 0116 2100181

Mobile: 07543 932048

Email: [yorkproof@virginmedia.com](mailto:yorkproof@virginmedia.com)

Website: [www.yorkeditorial.com](http://www.yorkeditorial.com)

# Recent projects proofreading projects

