

**Vickie J. West**  
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**West Editorial Services ■ 410 W. First Street, Fairmount, IN 46928**  
**<http://www.westdesk.com>**

*Full-time freelance copyeditor, proofreader, fact-checker, 1989 to present.*

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### **☞ Copyediting**

Currently, I'm primarily a medical editor, but I'm open to all types of projects. I've copyedited over 80 books on a variety of subjects, including el-hi and college textbooks, business, science, computers, engineering, psychology, humanities, and trade nonfiction. I've worked on hundreds of journal articles as well as Web sites, monographs, posters, and PowerPoint presentations. I can do light, medium, or substantive edits, am familiar with the major industry style manuals, and can compile a project style sheet.

I prefer to edit electronically with Microsoft Word. I've been copyediting on the computer for nearly twenty years, so I'm comfortable with file cleaning, reformatting, and change tracking. I adapt to any querying or commenting preferences and also have practical experience with a variety of markup options, including STM and HTML.

### **☞ Proofreading**

I trained as a legal/legislative copyholder before I began proofreading for book publishers, which was initially my primary line of work. To date, I've cold or comparison read over a hundred books in the form of traditional galleys, page proofs, code printouts, bound editions, word-processed copy, or scanned copy. I've also proofread articles as Adobe Acrobat files and conference presentations as PowerPoint files. The subjects have ranged from technical, science, and medical to humanities, social science, and science fiction. I'm fast, accurate, consistent, follow the specifications and style sheet, and can mark for editorial and printer errors when needed.

### **☞ Fact-checking, Research, and Writing**

I've contracted as a fact-checker for medical articles and magazine copy, and I've also freelanced as a bibliography compiler for encyclopedia articles. I have experience with work-for-hire and reference article writing as well, but I don't consider it a primary line of work.

### **Styles**

- American Chemical Society (ACS)
- American Medical Association (AMA)
- American Psychological Association (APA)
- Associated Press (AP)
- Chicago Manual of Style (CMS)
- Modern Language Association (MLA)
- U.S. Government Printing Office (USGPO)
- Words into Type (WIT)

## **Publishers**

The full list of book and journal titles is available on my Web site at <http://www.westdesk.com/booklist.html>.

Academic Press	Liberty Fund <sup>†</sup>
American Camping Association <sup>†</sup>	McGraw-Hill College
Baen Books	Organization for Transformative Works*
Blackwell Science	Oxford University Press*
Borland Bantam <sup>†</sup>	Pages Magazine
Brown & Benchmark	Penguin Putnam
Cadmus Journal Services	PTR Prentice Hall <sup>†</sup>
Curry-Rockefeller Group*	Que/Macmillan
D. C. Heath	Richard D. Irwin
Dartmouth Journal Services*	SAMS/Macmillan
Del Rey/Random House	Science Press
Dowden Health Media	Scott, Foresman Professional <sup>†</sup>
Elsevier Science*	Steck-Vaughn <sup>†</sup>
General Motors <sup>†</sup>	Taylor & Francis/Brunner-Routledge
Harvard University Press <sup>†</sup>	TNQ Books and Journals (India)*
Human Kinetics	University of Oklahoma Press
IDG Books	University of California Press <sup>†</sup>
Indiana Historical Society	Westchester Book Group*
Jist Works <sup>†</sup>	World Book Encyclopedia
John Wiley & Sons	

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\*Current client

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<sup>†</sup>Packager subcontract

## **Journal Copyediting**

■ Elsevier: *Fertility and Sterility* (regular); *Journal of Heart and Lung Transplantation* (regular, 6 months); *Prehospital Emergency Care* (regular, 1 quarter); *Ophthalmology* (temporary); *Human Immunology* (temporary). ■ W. B. Saunders: *Gastroenterology* (temporary). ■ OTW: *Transformative Works and Cultures* (regular, proofreading; temporary, copyediting).

## **Computer Tools**

■ *Software*: Windows 2000 Professional/Windows XP, Word 2002 for Windows (with Office 2007 converter), Stedman's Plus Medical Spell-Checker, Microsoft PowerPoint 2000, Adobe Acrobat 5.0.

■ *File transfers*: Broadband access; electronic files by e-mail, FTP, or browser-based upload to my host server or stored on CD-R, DVD-R, or USB flash drive.

## **Work History**

■ West Editorial Services. 1989 to present. DBA registered, Grant County, IN.

■ Proofreader. 1989. Indiana State Senate, Indianapolis, IN.

■ English Instructor. 1988–1989. Ball State University, Muncie, IN.

■ Service Representative. 1984–1986. Social Security Administration, Lafayette, IN.

## **Education**

■ M.A. Folklore. Indiana University at Bloomington.

■ B.A. Medieval Studies. Purdue University at West Lafayette.