

# Frances Cooper

## Editing and Proofreading

a natural way with words



I provide writing, editing, proofreading and fact checking services for writers, publishers and organisations. I specialise in natural history, ecology and nature conservation. High-quality training, professional standards and a range of experience enable me to offer excellent value. I am regularly commended for my work.



## Services

Working to brief – on time and on budget

- **Writing and content revision** in Microsoft Word
- **Copyediting** on paper or in Microsoft Word
- **Proofreading** on paper or digitally on PDF and in Microsoft Word
- **Fact checking**

## Client feedback

*You've done a fantastic job ... It can sometimes be tricky when working with new freelancers but this has been a breeze!* July 2017

*The books are always better for your input.* May 2020

**Craig Balfour, Collins Learning**

More client feedback overleaf

A selection of the books I have worked on



I provide a friendly, reliable and flexible service and adhere to the Chartered Institute of Editing and Proofreading's code of practice to uphold editorial excellence.

## Experience

Use of proof-correction marks BSI 5261C:2005

Working with house style guides

## Copyediting and writing

- Academic (books and papers)
- Adult's nonfiction
- Children's nonfiction
- Web pages
- Marketing and promotional materials

### Clients include:

Taylor & Francis, William Collins, Collins Learning, Pitch Publishing, Cambridge University Press, whitefox, Moors for the Future Partnership, Leeds University, independent writers

## Proofreading and proof-editing

- Academic (books and papers)
- Adult's nonfiction
- Children's nonfiction
- Web pages
- Travel and field guides
- Marketing and customer/member materials

### Clients include:

Princeton University Press, Cambridge University Press, Bloomsbury Publishing, Collins Learning, Bradt Travel Guides, National Trust, Plymouth University

## Fact checking

- Children's nonfiction
- Adult's nonfiction
- Web pages

### Clients include:

Collins Learning, William Collins, Moors for the Future Partnership

## Client feedback

*Frances made sense of some of our text which was overcomplicated. I received high quality work from her.*

**Jody Vallance, Moors for the Future Partnership**

*Frances shows great attention to detail. Highly recommended.*

*Thank you ... brilliant work as always.*

**Kim Davies, National Trust**

*[It is] good to have your eagle eye on the job.*

**Kathleen Cioffi, Princeton University Press**

*Your queries throughout the process were very sensible ... the edit was excellent.*

**Julia Hanney, Taylor & Francis**

## Qualifications & training

BSc (Hons) Biological Sciences  
 PTC Basic Proofreading – merit (2016)  
 PTC Grammar at Work (2016)  
 SfEP Proofreading Progress (2017)  
 SfEP Practical mark-up of PDFs (2018)  
 SfEP Proofreading Mentoring (2018)  
 SfEP Copy-editing Headway (2018)  
 SfEP Introduction to Fiction Editing (2020)

## Specialist knowledge areas

**Ecology • conservation biology • natural history • nature conservation • countryside • environment • walking/trekking • travel • sport**

Please get in touch to discuss how I can help you.