



Joan D. Saunders

SaundersEditorial.com

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COPY EDITOR / PROOFREADER / DEVELOPMENTAL EDITOR

"I've worked with scores of proofreaders and copy editors over the years, and Joan is the crème de la crème. Nothing escapes her eagle eye." —Kimberly Olson, Freelance Writer, Former Managing Editor at Health Magazine

Seasoned editor and proofreader with **20 years' experience in reviewing, revising, upgrading, and correcting copy as well as developing style guides** for trade, education, and academic journal publishers; leading corporations; regional and national public television; independent film companies; and more.

—Overview of Areas of Expertise—

<i>Types of Materials:</i>	Nonfiction trade books (self-help [primarily financial topics], academic, technological, political); professional development materials for high school and college instructors; K–12 textbooks (student, teacher editions); industry-specific and other periodicals; corporate website content; corporate communications and reports, including annual reports, interim reports, executive communications, and more; training manuals; community outreach materials; catalogs; brochures; press releases.
<i>Content Areas:</i>	Mathematics, financial topics, the sciences, and language; the oil and energy industry; the automobile industry; public broadcasting, theater, filmmaking, and music; skincare and fashion; national and international issues (government and politics, human rights, health care, education, environment and climate, immigration, more).

PROFESSIONAL EXPERIENCE

Saunders Editorial Services, New York, NY: Owner

2001–Present

Edit and proof copy and develop style guides for clients in a wide range of industries

- Annual reports, magazines, and web content for Chevron, General Motors, KQED Public Broadcasting, Independent Television Service (ITVS), others.
- Web copy to accompany programs and documentary films produced, released, and / or broadcast by Current TV, Al Jazeera America, KQED, PBS, ITVS, Frontline World, American Documentary, others.
- Community outreach facilitation materials for KQED, PBS, American Documentary, Active Voice, others.
- Periodicals, including *Communication Arts*, *On Q*, *Chevron Now* (no longer published), multiple publications for custom publishers, others.
- Academic books and textbooks for Key Curriculum Press, WestEd, Developmental Studies Center, others, as well as multiple university presses (Princeton, Columbia, Harvard, Oxford, others).
- Nonfiction trade books for Houghton-Mifflin, Wadsworth, Hoover Institution Press at Stanford University, Institute for Contemporary Studies, others, as well as individual authors.
- Catalogs and newsletters for Eileen Fisher, DHC Skincare, Design Within Reach, others.
- Press releases and other promotional materials for KQED, Current TV, Al Jazeera America, DHC Skincare, Design Within Reach, Eileen Fisher.

KQED, San Francisco, CA: Copy Chief

1999–2001

For this most-watched PBS station in the country, served as primary editor and reviewer of materials across six divisions; functioned as managing production editor; developed and maintained house style guide.

Diablo Publishing, Walnut Creek, CA: Lead Copy Editor

1997–1999

Edited all copy, developed and managed house style guide for Diablo Custom Publishing and Diablo Magazine.

Pearson Education / Addison Wesley Longman, Menlo Park, CA: Production Editor

1990–1997

Held administrative role for three years, then moved into production editing at this iconic textbook publisher (formerly Addison Wesley Benjamin Cummings).

STYLE COMPETENCIES

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| ▪ Chicago Manual of Style | ▪ Associated Press Style Book | ▪ Wired Style |
| ▪ Gregg Reference Manual | ▪ American Psychology Association | ▪ Strunk & White Elements of Style |
| ▪ Modern Language Association | ▪ American Medical Association | ▪ Food Lover's Companion |

DEGREES & TRAINING

M.A. Linguistics, Florida Atlantic University

B.A. Languages & Literature, North Dakota State University

Copyediting Certificate, U.C. Berkeley

Various Seminars