

# Nicholas Taylor

Copyeditor | Proofreader

10 Rhino Drive  
Stanway  
Colchester  
Essex  
CO3 8BA

[nick@JustWriteRight.co.uk](mailto:nick@JustWriteRight.co.uk)  
[www.JustWriteRight.co.uk](http://www.JustWriteRight.co.uk)

I am a freelance copyeditor and proofreader, specialising in supporting fiction authors and publishers to create compelling stories, free from typographical and formatting errors, spelling, punctuation and grammar issues and are clear for readers.

I have experience in editing fantasy, science fiction, romance and general fiction pieces, as well as memoir and creative non-fiction.

I am a member of the *Chartered Institute of Editing and Proofreading*, formerly the *Society for Editors and Proofreaders*.



## Skills and qualities

### Attention to detail

I pride myself on working carefully and diligently, ensuring that copy is as error free as possible.

“Nicholas’ work was fast, thorough and immaculate.”  
Self-publishing author

This attention to detail includes finding spelling, punctuation and grammar issues as well as formatting, sense, clarity and consistency errors.

“Great editing service, picked up on things I wouldn’t have noticed after several drafts.”  
Pete Draper, author of  
*Between the Rock and Cloud*

### Working to budget

In the current publishing climate, securing work that is value for money is very important. I offer competitive and negotiable rates.

“... able to work with my budget which was my biggest concern ...”  
Jessica Nielsen,  
self-publishing author

### Professionalism

Whether I am working directly with self-publishing authors or with publishers, I am professional, maintaining good communication, dealing with queries and comments sensitively.

“Your comments were helpful, thorough and I was surprise how quickly your returned them to me.”  
Self-publishing author

I am able to work to deadlines and maintain the same diligence and attention to detail.

“... the communication from the start was superb ...”  
Jessica Nielsen,  
self-publishing author

## Education and training

### CPD certificate in copyediting and proofreading

The Writers Bureau

The principles of copyediting and proofreading, assessed by tutors to high standards. Covered use of BSI symbols in proofreading and copyediting and how to effectively make suggestions, find errors and correct these appropriately.

April 2018

### Level 2 Information, advice and guidance

NOCN

How to give information and guidance to individuals professionally. The course also included working within the data protection act and various equality legislations.

November 2018

### Level 3 English for Academic Purposes

Gateway Qualifications

Developing academic style, including a deeper understanding of references, plagiarism avoidance and writing clearly for an academic readership.

May 2018

### BA (Hons) Primary Education

Middlesex University

Primary teacher training. This has proved invaluable as a freelance copyeditor and proofreader, especially when giving feedback to authors.

Graduated Summer 2012

## Previous employment

July 2016 – December 2016	<b>Sustrans</b> Cycle path fundraiser	A mobile fundraiser as part of the busy London based team. Duties involved communicating with supporters and potential new supporters as well as secure data handling.
September 2013 – December 2015	<b>Various schools</b> Primary class teacher	As a primary teacher, I was responsible for the delivery of the class curriculum, planning and assessment, as well as communicating with parents, staff and other agencies. I was responsible for music provision, including the management and oversight of other staff.
September 2006 – September 2011	<b>Waitrose</b> Customer service assistant	Responsible for serving customers, stock replenishment and maintaining the high customer service standards expected.

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## Other skills

Other useful skills that I apply to my work include:

A good knowledge of the MS Office package.

Creative and adaptable, finding innovative solutions to tasks.

An understanding of how to use WordPress websites.

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## Hobbies and interests

Outside of proofreading and copyediting, I am keen on most outdoor pursuits, including walking, climbing and cycling. I am a member of the *Long Distance Walkers Association* and regularly take part in their events. I am keen on the arts and culture, visiting libraries, galleries and museums regularly.

I hold a private pilot's licence and can fly fixed wing aircraft.

I also write short stories and articles, some of which have been published. I am also working on a novel, set on the Essex island of Mersea. I am, of course, an avid reader and support my local, independent bookshops.