

CATHY WITLOX

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www.WordWitlox.com

OVERVIEW

Conscientious editor with both in-house and freelance experience spanning more than 13 years (full time) and a variety of disciplines. Enthusiastic instructor of copy editing course at Ryerson University and grammar and business-writing course at the University of Toronto School of Continuing Studies.

PROFESSIONAL EDITING EXPERIENCE

WordWitlox

2004–present

Freelance Editor (stylistic editing, copy editing, proofreading)

- Experienced in editing textbooks, novels, nonfiction books, course catalogues, websites, articles, magazines, newsletters, medical catalogues, directories, menus, and brochures
- Clients include publishers (Nelson Education, Elsevier Canada, HarperCollins, Harlequin, Rogers Publishing Group, Highspot Inc.), government agencies (Ministry of Education, Ontario Lottery and Gaming Corporation), schools (University of Toronto School of Continuing Studies), businesses (Canadian Finance Publishing Group, Art Gallery of Ontario, Ontario Hypnosis Centre), and individuals
- Projects have included the copy editing of postsecondary-level grammar and language texts, study guides, and websites; nursing and health-care texts; psychology and sociology texts and study guides; nonfiction books on a variety of subjects; novels; business books and articles; finance articles; elementary school curricula; and school course calendars

Harlequin Enterprises Ltd.

1998–2004

Copy Editor, 1999–2004

- Copy edited Harlequin’s main website and several subsidiary sites, consisting of fiction (novellas), nonfiction articles, newsletters, and marketing copy (banner ads, CSUs)
- Created website’s house style guide
- Oversaw work of another copy editor and freelancers

Proofreader, 1998–1999

- Proofread novels, recognizing and correcting grammar, punctuation, spelling, and coding errors
- Checked for consistency and continuity, and applied house style

TEACHING EXPERIENCE

The Chang School at Ryerson University

- Copy Editing for Books, Journals, and Reports

January 2011–present

University of Toronto School of Continuing Studies

January 2006–present

- The Writer’s Handbook (12-week Communication for Professionals certificate course)
- Grammar Bites (one-day grammar workshop for professionals)

Corporate/Writers’ Group Workshops

2005–present

- Grammar for Writers: The Jargon-Free Version (one-day grammar workshop for fiction writers)
- Proofreading for Business Professionals (one-day workshop for professionals)

EDUCATION

Centennial College

- Post-Diploma Certificate, Book and Magazine Publishing
Courses of study included copy editing, stylistic editing, substantive editing, marketing, writing, and book design

University of Western Ontario

- Bachelor of Arts, English Language and Literature

Continuing Education

- The Business of Freelance Writing, 2005
- How to Develop and Conduct Workshops, 2004
- Introductory Copywriting, 2004
- Priority Management: Priority Manager Course, 2002
- Christopher Leadership Course 1: Effective Speaking, 2002
- The Business of Freelance Editing, 2002
- Copyright for New Media, 2002
- Eight-Step Editing, 2001
- Practical Grammar, 2000, 2003
- Literacy Ontario Course, 1992
- Countless fiction writing and other editing workshops and courses over the past 20 years

PROFESSIONAL MEMBERSHIPS

Editors' Association of Canada (Voting Status)
Writers' Circle of Durham Region

ADDITIONAL INFORMATION

Computer Proficiency	Internet, MS Word (including "Track Changes/Comments"), Adobe Acrobat, HTML, XML
Style Guide Fluency	<i>Chicago Manual of Style, Canadian Press Stylebook, Globe & Mail Stylebook</i>
Volunteer	2004 – 2005: Writers' Circle of Durham Region, newsletter copy editor 2001 – 2002: Editors' Association of Canada, In-House Editors' Committee 1992 – 1997: adult literacy and basic math tutor