

RACHEL KAMINS

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FREELANCE EDITING AND WRITING EXPERIENCE

Developmental Editing and Copyediting for Individual Clients 2007–Present

- Clients:
 - Postgraduate scholars in the social sciences and humanities
 - Nonnative and native speakers of English
- Materials:
 - Book manuscripts and book proposals for submission to academic presses
 - Articles for submission to journals
 - Dissertations and theses
 - Conference papers
 - Book reviews
 - Grant, fellowship, job, and tenure application materials
- Services:
 - Edit text for spelling, grammar, usage, and consistency
 - Develop content and structure to improve clarity, logic, and flow
 - Apply publisher or departmental style guidelines
 - Edit and format technical content including citations, tables, illustrations, and equations
 - Proofread typeset materials for spelling, grammar, and page layout

Copyediting Books and Journals for University Presses 2009–Present

Journal of Law and Economics and *Journal of Legal Studies*, 2010–present
Georgetown University Press, 2011–13
Osiris, History of Science Society, 2009–14
Classical Philology, 2009–10

- Edit and proofread peer-reviewed books and articles accepted for publication, including text, references, tables, figures, math, front matter, and author biographies
- Apply house style, Chicago style, and spelling, grammar, and usage norms
- Suggest substantive changes to improve clarity and accessibility of text
- Format materials according to design specifications

Developmental Editing, Copyediting, and Writing for International Finance Corporation 2009–13

- Edited and proofread reports on business-related financial and scientific topics
- Adapted writing by nonnative authors to American usage standards
- Revised text and formatting in order to clearly communicate key messages and action points
- Made technical content accessible to a broad, international, nonspecialist audience
- Wrote content including case studies, forewords, and executive summaries
- Researched sources in order to create complete and accurate reference lists

IN-HOUSE EDITING EXPERIENCE

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM (Washington, DC) 2013–14

Technical Editor

- Edited policy and research documents for style, grammar, clarity, structure, and length
- Led efforts to extensively revise in-house style guide and to redesign Editing Section intranet site
- Tutored native and nonnative economists in language use and writing style; developed lessons, worksheets, and assessments tailored to individuals' learning needs
- Supervised three junior editors in editing and project-management tasks

Last updated October 14, 2015
References available upon request

UNIVERSITY OF CHICAGO PRESS (Chicago, IL) 2007–9
Copy Editor, American Journal of Sociology and Classical Philology
▪ Copyedited, typeset, and proofread peer-reviewed social science and humanities articles
▪ Coordinated production processes for 6 journal issues per year
▪ Updated and maintained editorial style sheets

YALE UNIVERSITY PRESS (New Haven, CT) Summer 2002
Manuscript Editorial Intern
▪ Proofread academic manuscripts at all stages of preparation for spelling, grammar, and formatting
▪ Edited indexes and endnotes
▪ Assisted editors in compiling manuscript materials into book form

EDUCATION

UNIVERSITY OF CHICAGO (Chicago, IL): MA Humanities (Linguistics) June 2015
▪ *Awards:* Half-tuition fellowship in recognition of academic merit; Rafael Torch Service Fellowship

UNIVERSITY OF CHICAGO GRAHAM SCHOOL (Chicago, IL): Editing Certificate 2007–9
▪ The Role of the Editor in Internet Publishing
▪ Introduction to Developmental Editing
▪ Designing and Editing Tables and Graphs
▪ Basic Manuscript Editing

YALE UNIVERSITY (New Haven, CT): BA Classics June 2002
▪ Degree conferred magna cum laude, with distinction
▪ *Awards:* University-wide prize for literary scholarship; Jonathan Edwards College prize for intellectual leadership; three Classics Department prizes for Latin-to-English translation

SKILLS

EDITORIAL STYLE

Chicago Manual of Style, 14th, 15th, and 16th eds.

Bluebook, 19th ed.

APA (Publication Manual of the American Psychological Association), 5th and 6th eds.

AP Stylebook, online ed.

LANGUAGE

Advanced proficiency in Spanish and French

Reading knowledge of German, Italian, Russian, Latin, and Ancient Greek

COMPUTER

Editing and publishing – Microsoft Office Suite, Adobe Creative Suite, LaTeX, XML, SGML

Presentation – PowerPoint, Prezi

Web – WordPress; Tumblr; Drupal; HTML