

Rachel R. Kamins

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Education and Training

Yale University, New Haven, Conn.

BA with distinction in classics, magna cum laude, May 2002

- > Won university-wide prize for literary scholarship, residential college prize for scholarship and leadership, and three departmental prizes for Latin-to-English translation
- > Wrote and edited articles and columns for several student publications

Oxford University, Oxford, U.K.

Studies in classical languages and literature, Fall 2002

- > Additional study in linguistics and German

University of Chicago Graham School, Chicago, Ill.

Classes in the Editing Certificate Program, Summer 2007–Spring 2009

- > The Role of the Editor in Internet Publishing
- > Introduction to Developmental Editing
- > Designing and Editing Tables and Graphs
- > Basic Manuscript Editing

Freelance Editing Experience

Full-time, July 2009–present; part-time, November 2007–July 2009

Copyediting Books for a University Press

Georgetown University Press, Washington, D.C., May 2011–present

- > Edit accepted book manuscripts, including all front and back matter
- > Implement house style and Chicago style and standardize spelling, grammar, and usage; write author queries to explain changes and request clarifications
- > Implement all changes and clean up manuscripts after authors' review
- > Insert typesetting codes in edited manuscripts

Copyediting for Peer-Reviewed Journals

Journal of Law and Economics and Journal of Legal Studies, University of Chicago Law School, Chicago, Ill., May 2010–present

Osiris, History of Science Society, Notre Dame, Ind., November 2009–present

Classical Philology, University of Chicago Press, Chicago, Ill., July 2009–February 2010

- > Edit articles, including text, references, tables, figures, and equations

Last updated 6/7/2011

References available upon request

- > Format all elements according to each journal's style rules and the Chicago Manual of Style, and standardize spelling, grammar, and usage
- > Suggest substantive changes to text and tables to improve clarity and satisfy the standards of the journal and the field of study
- > Proofread typeset articles to correct errors and improve page design
- > Correspond with authors to discuss editing changes and coordinate the editorial process
- > Update journal style sheets with new guidelines and procedures

Project-Based Contracts with International Finance Corporation

IFC, World Bank, Washington, D.C., July 2009–present

- > Edit reports on business-related financial and scientific topics
- > Adapt writing by nonnative authors to American usage standards and implement IFC, World Bank, and Chicago style
- > Revise text and formatting in order to clearly communicate key messages and action points and make technical content accessible to a broad, international, nonspecialist audience
- > Write content, including case studies, forewords, and executive summaries
- > Research sources in order to create complete and accurate reference lists
- > Proofread typeset reports to correct errors and improve page design

Projects for Individual Clients

I edit documents on a contract basis for individual scholars in the social sciences and humanities, including professors, postdoctoral researchers, and graduate students. For these authors I provide the following services:

- > Edit language for spelling, grammar, usage, and consistency to meet the standards of formal academic publishing
- > Develop content and structure to help present arguments in a logical and thorough yet concise manner
- > Clean up illustrations and document formatting to ensure that the work is clear and accessible
- > Proofread typeset materials

The materials I have edited include the following types:

- > Scholarly articles and book reviews for submission to peer-reviewed journals
- > Scholarly and trade book manuscripts, as well as book proposals and sample chapters
- > Postgraduate dissertations
- > Academic job application materials, including writing samples, personal statements, grant proposals, and research statements

Recent Employment

Copy editor, University of Chicago Press, Chicago, Ill.

American Journal of Sociology, October 2007–July 2009

Classical Philology, August 2008–July 2009, part-time (extra service)

Last updated 6/7/2011

References available upon request

- > Edited articles, book reviews, and other journal content
- > Implemented journals' style and Chicago style in text, references, tables, figures, and equations
- > Suggested substantive changes to text and tables to improve clarity, satisfy the quality standards of the journals, and make specialized content accessible to any reader in the field
- > Corresponded with authors to discuss editing changes and coordinate the editorial process
- > Compiled *AJS* issues for pagination and conducted final quality checks before publication
- > Updated journal style sheets with new guidelines and procedures

Style Guides

Chicago Manual of Style, 14th, 15th, and 16th eds.; *Bluebook*, 19th ed.; *Publication Manual of the American Psychological Association*, 5th ed.

Foreign Languages

Languages studied (in order of present fluency): French, Spanish, German, Latin, Italian, Russian, and Ancient Greek

Computer Skills

Microsoft Office suite, 2003 and 2007; Arbortext (XML) and Epic (SGML) editing software; Adobe Professional, Photoshop, Pagemaker, and Macromedia Contribute; some familiarity with HTML and Drupal-based web design