

# JOY FREEMAN

Freelance Book Production and Editorial Services

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## PROFILE

A book production editor since 1999 and graphic artist since 1991, I offer production and editorial services enhanced by my knowledge of the production process from manuscript to bound book.

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## SKILLS

- Design and composition of text, covers, jackets
- Copyediting, coding, and cleanup
- Electronic manuscript cleanup and editing
- Proofreading, against manuscript or cold reading
- Project management, including scheduling, purchasing, and author, vendor, and freelancer relations

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## COMPUTER PROFICIENCIES

- Macintosh and Windows platforms
- Adobe InDesign, Photoshop, Illustrator, Acrobat; Microsoft Word and Excel; QuarkXPress  
*basic:* Microsoft Project, Adobe GoLive, HTML; *non-current:* PageMaker, WordPerfect

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## FIELDS

- Technical and educational materials
- Promotional and advertising materials
- Memoirs, histories, self-help books
- Inspirational and religious books
- Illustrated children's books
- Novels and short story collections

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## PUBLISHING EXPERIENCE

### PRODUCTION:

- Design and layout of black-and-white, two-color, and full-color books, covers, and other material.
- Creative direction of illustrators from concept to sketches to final art.

### PROJECT MANAGEMENT:

- Production editing for publishing houses and self-publishing authors, including scheduling and either execution or assignment of all stages of book and cover production: electronic manuscript cleanup, copyediting, cover and interior design, illustration, photography, proofreading, and indexing.
- Projects include hardcover, paperback, and full-color illustrated books; cassette and compact disc audiobook packaging; catalogs, posters, flyers, postcards, brochures, POP displays.

### EDITORIAL:

- Copyediting (hard copy and electronic) following house style guide and Chicago Manual of Style.
- Proofreading, cold reading, and checking of corrections in all proof stages, artwork, and blues.
- Writing of jacket, catalog, and other promotional copy.

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## SELECTED CLIENTS / EMPLOYERS

- August House Publishers, Atlanta GA
- Windhaven Press, Auburn NH
- Baen Books, New York NY
- Taylor Mack Advertising, Fayetteville AR
- Natural Resource, Agriculture, and Engineering Service (NRAES) Cooperative Extension, Cornell University, Ithaca NY

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CLIENT AND AUTHOR COMMENTS

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“You are one of the most talented, creative people I’ve ever worked with.”  
—Liz Parkhurst, August House

“You found some fabulously obscure EAs, as well as some design fixes that really will make the flow better. I wanted to let you know that I’m impressed overall; thank you for taking on the Heinlein!”  
—Nancy Hanger, Windhaven Press, production manager for Baen Books

“You’re faster than—and at least as accurate as—any production artist I’ve had work for me.”  
—Greg Mack, Taylor Mack Advertising

“They look great, I really appreciate everything you have done.”  
—Richard Scoles, author (regarding *Flying Was My Game*, self-published, 2003)

“Joy, since you and April had such a vital part in putting *Have I Told You . . .* together, I want to share some of the many notes I have received. I continue to be amazed.”  
—Nola Anderson, author

“And Joy Freeman of August House, my patient, meticulous, cheerful, and thoroughly professional project editor and friend.”  
—Nancy Britton, author  
(in acknowledgments of *Two Centuries of Methodism in Arkansas*, August House, 2000)

“. . . high praise for the experience of working with August House, and most especially project manager, Joy Freeman. She was consistently pleasant and professional to work with. We give her a large amount of credit for the beautiful finished product and the success which the book is currently experiencing.”  
—Jane Dennis, United Methodist History 2000 Committee

“Thank you for the gifts of your creativity and focus as you have steered us through creation and production of one of the best catalogs ever—on time and in style!”  
—Ted and Liz Parkhurst, August House

“Joy, your spirit and talent are very much appreciated!”  
—Martha Hamilton and Mitch Weiss, authors  
(in acknowledgments of *Noodlehead Stories*, August House, 2000)