

**Jane A. Malonis, Editorial Freelancer**

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**EXPERIENCE**

*Freelance proofreader/copy editor/researcher/content creation*

2010-present

Clients include

- Cengage Learning Inc. and its imprints: Thorndike Press (large-print popular fiction and general nonfiction), and Gale (business reference and business-education books and online products)
- M.E. Sharpe Inc.: Publisher of textbooks, reference books, and academic journals

**Thomson Gale**

***(Formerly Gale Research/Gale Group), Farmington Hills, MI***

**1986-2005**

*Senior Editor*

2000-2005

Co-managed project work on Encyclopedia of Philosophy, 2nd ed., a ten-volume set, for Macmillan Reference USA. Edited and project-managed Encyclopedia of E-Commerce, Encyclopedia of Emerging Industries, and Encyclopedia of Business, 2nd ed. Project managed Encyclopedia of Management, and Encyclopedia of Small Business. Devised product budgets and P&L statements. Maintained project-tracking databases. Prepared product-specific material for marketing department and sales staff. Liaised with typesetter and in-house production/design staff. Assisted with miscellaneous projects as needed, including e-Coursepacks, online business/directory databases, industry encyclopedias, and general reference.

*Editor, Associate editor, Assistant editor*

(1991-2000)

Performed editorial and project management tasks for business reference books and business directories. Researched, wrote, copy edited, and proofread content; hired freelance contributors; recruited subject-matter experts as advisors; initiated and monitored book-specific production tasks (page- and cover design; artwork; photos; permissions). Created product-specific style guides. Trained new editorial staff.

*Assistant research coordinator, Sr. research assistant, Research assistant*

(1986-1991)

Performed in-depth biographical/literary research for several ongoing biographical reference series, including titles such as Contemporary Authors. Trained research staff and new editorial staff in research techniques.

**EDUCATION**

Wayne State University, B.A. in English (1986) and State of Michigan Secondary Teaching Certificate (1986); Culinary Studies Institute, Oakland Community College, Certificate in Baking & Pastry Arts (2013)

**MEMBERSHIP**

Editorial Freelancers Association (EFA)

**SOFTWARE/STYLE:** Adobe Acrobat, MS Word, FTP; Chicago; APA, various house styles