

JENNIFER EVANS YANKOPOLUS

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SKILLS

- Substantive editing, copyediting, and proofreading
- Creating style sheets and working with Chicago, AP, APA, and house style guidelines
- Project management
- Working with first-time authors and non-native-English speakers

SUBJECT EXPERTISE

- Architecture and design
- Industrial design
- Landscape and garden history
- Historic preservation
- Sustainable design and green living
- Reference books/directories/manuals
- History
- Southern culture
- Business
- General nonfiction

CAREER HIGHLIGHTS

- Edit and proofread a quarterly design journal, including creating an in-house style guide
- Developed the *Almanac of Architecture & Design*, an annual design reference publication, from a four-page outline to a 650-page book in six months. Responsible for all aspects of the publication for ten editions, from research, writing, and editing to typographic treatment, graphic design, proofreading, indexing, and printing. Also compiled a style and typography guide.
- Streamlined a disjointed manuscript by two authors to create a unified voice and cohesive format. The book was subsequently published by an academic press and was nominated for Author of the Year by the Georgia Writers Association.
- Guided an author to turn ten years of research into book, including crafting an outline and a central vision, providing detailed feedback on the content, and giving feedback on the book proposal. The book was subsequently published by an academic press and was nominated for Author of the Year by the Georgia Writers Association.
- Performed a developmental edit on a sustainability manuscript, including reorganizing text for greater logic, identifying areas that required more research, streamlining text for enhanced clarity and meaning, formatting text for consistency, suggesting where ideas would benefit from deeper consideration, and advising the author about how to undertake revisions.
- Reorganized a well-researched but disjointed book, which won seven national and regional awards.
- Helped authors in China, Korea, Japan, India, Germany, France, Croatia, and South America prepare their articles for publication in the United States.

SELECTED PROJECTS

Almanac of Architecture & Design 2000–2009 editions

Leadership by Design: Creating an Architecture of Trust

Value Redesigned: New Models for Professional Practice

Design Plus Enterprise: Seeking a New Reality in Architecture & Design

How Firms Succeed: A Field Guide to Management

Seeking Eden: A Collection of Georgia's Historic Gardens (forthcoming)

Cracking the Solid South: The Life of John Fletcher Hanson, Father of Georgia Tech

Crossroads of Conflict: A Guide for Touring Civil War Sites in Georgia

Gardens and Historic Plants of the Antebellum South
Innovation, quarterly journal of the Industrial Designers Society of America

CLIENT FEEDBACK

As the managing editor of a short-run association publication, I rely heavily on Jennifer's professionalism, thoroughness and sensitivity. Once an article has been submitted Jennifer is more than capable of following through directly with the author to ensure the piece is clear and concise, maintains our publication's style and yet retains the author's voice. As we accept articles not written by professional writers, this is no small feat.

—Karen Berube, Managing Editor, *Innovation*, and Owner, K.Designs

Your intelligent criticism, eagle eye, and ability to understand and be a friend to the project has been invaluable.

—Albert Guttenberg, Emeritus Professor of Urban and Regional Planning, University of Illinois, Urbana–Champaign

Thanks for being so considerate with your guidance. . . . With each of the ensuing rewrites/revisions, I found myself struggling to balance all of the different purposes of the piece. You made the last steps of the process as pain free as could be asked for. I appreciate that.

—Tim Adkins, Director of Content Development, Industrial Designers Society of America

There are people in this world whose enormous talent is sometimes used to great effect by making others look good. Jennifer is one of them.

—Mark Dziersk, Managing Director, LUNAR | Chicago

Jennifer is a powerful communicator who understands how to achieve the synergy of an engaging message through rich clarity. And she arrives there while masterfully finessing the intent of others she partners with such that the delivery is not only respected but elevated.

—Gregg Davis, Principal, Design Central

Thanks for your unusually excellent and sensitive skills of editing. You improve the clarity and readability without changing the meaning or intent.

—Carroll Gantz, Industrial Designer

I want to thank you for everything you have done to get help us get our manuscript in shape to submit to the publisher. I knew you could make a difference in the quality of our manuscript, I just didn't realize how much. From a personal standpoint, I can tell how much better I am as a writer for having worked with you over the past two years. You are a joy to work with...your patience, clarity of thought, ability to work skillfully with strong personalities, ability to zero in on the weakest parts of my chapters, suggestions that always made the text stronger, your encouraging words, your gentle ways and delightful personality. All of these and more made this experience so very positive. I really can't thank you enough.

—Mary Ann Eaddy, Author of *Seeking Eden: A Collection of Georgia's Historic Gardens*

SELECTED CLIENTS

Greenway Group/*DesignIntelligence* (architectural publisher)

Industrial Designers Society of America

Office of the University Architect, Emory University

Design Central

Tanglewood Conservatories
Historic Preservation Division, Georgia Department of Natural Resources
Fuller E. Callaway Foundation
Various authors with book contracts with the University of Georgia Press, the University of South Carolina Press, and Mercer University Press
Various architecture and design academics
Self-published authors

WORK EXPERIENCE

Freelance Editor, Oct. 1999–present
Editor and Project Manager, Greenway Group (architectural publisher), May 1999–Dec. 2002
Commercial Lines Underwriter, Liberty Mutual, Jan. 1991–Sept. 1994

PRO-BONO PROJECTS

- Cherokee Garden Library Acquisition Board, Atlanta History Center, 2002–2013
- Co-curated Edward L. Daugherty, A Southern Landscape Architect: Exploring New Forms exhibit, Atlanta History Center, 2008–2009
- Inventoried and organized the Edward L. Daugherty Landscape Architecture Drawing Collection, Atlanta History Center, 2007–2009
- Inventoried and organized the Harry Baldwin Landscape Architecture Drawing Collection, Atlanta History Center, 2010–2012
- Inventoried and organized the Eugene Martini Landscape Architecture Drawing Collection and Manuscript Collection, Atlanta History Center, 2012
- Contributed an entry on Eugene Martini for the *Pioneers of American Landscape Design III* encyclopedia (forthcoming)
- Contributed an article on Edward L. Daugherty for *Magnolia*, the journal of the Southern Garden History Society (http://southerngardenhistory.org/wp-content/uploads/2015/12/Magnolia_winter_2008_2009.pdf)

EDUCATION

Copyediting Certificate, University of California, San Diego, Dec. 2009
MS in Architecture History, Georgia Institute of Technology, March 1999
MHP (Heritage Preservation), Georgia State University, Dec. 1996
BSBA in Finance, Drake University, May 1990

CONTINUING EDUCATION (selected list)

- To Correct Yet Preserve: The Author's Voice
- Beyond the Serial Comma: Required vs. Optional Punctuation
- Grammar Bugbears: Verbs and Conjunctions
- Open or Strict Editorial Style? Striking the Right Balance
- Fact-Checking with Your Brain
- Perking Up Sentences with Constance Hale
- When You're on Deadline: Editorial Triage
- Who Does What? The Editorial Process
- Working with Writers as Clients: Editing, Education, Communication
- Fearless Creating: Writing to Address the Stages and Anxieties of the Creative Process