

# Claire Cock-Starkey

## About me:

As an experienced non-fiction writer and editor I have developed excellent research and editorial skills. I have a meticulous eye for detail and a fastidious approach to work. I am used to working on complex projects to tight deadlines.

## Work history:

Feb 2011 – current    **Freelance non-fiction writer & editor**

**Skills:** writing, copy-editing & indexing.

**Writing:** generating new ideas or working to a brief I am able to write engaging and informative non-fiction.

**Copy-editing:** use of Word styles to format text, inserting image anchors, adhering to style guides, the skills to deal diplomatically with authors, the ability to creatively suggest changes to the text or structure while maintaining the author's voice.

**Indexing:** compiling basic to the most exhaustive cross-referenced indexes.

## Recent projects have included:

- Copy-editing *The Baby Sleep Guide* by Stephanie Modell (Summersdale)
- Indexing *Bodleian Library Treasures* by David Vaisey (Bodleian)
- Copy-editing *Bignor Roman Villa* by David Rudling & Miles Russell (History Press)
- Copy-editing *Mapping Shakespeare* by Peter Whitfield (Bodleian)
- Writing *How to Skin a Lion* (British Library Publishing)
- Indexing *Rock 'n' Roll Soccer* by Ian Plenderleith (Icon Books)
- Copy-editing eBook *All the Rebel Women: The rise of the fourth wave of feminism* by Kira Cochrane (Guardian Shorts)
- Copy-editing *The Joy of Walking, The Joy of Cricket* and *The Joy of Golf* (Summersdale)
- Proofreading *A Bigger Prize* by Margaret Heffernan (Simon & Schuster)
- Indexing *Best Served Cold* by Malcolm Walker (Icon Books)
- Researching and writing *The Georgian Art of Gambling* (British Library Publishing)
- Researching and writing info-graphic book *Seeing The Bigger Picture* (Michael O'Mara)
- Copy-editing *Fortune's Spear* by Martin Vander Weyer (E&T)
- Indexing *Cambridge English Exams: The First Hundred Years* (CUP)

A full list of everything I have worked on is available on request

## Previous experience:

2003 – Sep 2010    **UK & Series Editor**    *Schott's Almanac*

*Schott's Almanac* (Bloomsbury), was a best-selling annual non-fiction book. I started to work with Ben Schott as researcher for the *Sporting, Gaming and Idling*

*Miscellany*. I went on to help develop the format for *Schott's Almanac*, working as Assistant Editor on the first two books before rising to become UK & Series Editor on the four subsequent UK books, three German and three US editions.

Duties included:

- Writing, researching and copy-editing content on myriad themes from politics to sport while adhering to a strict style guide.
- Typesetting and designing layout in InDesign CS3.
- Fact-checking all entries. Proofreading and making corrections.
- Compiling and checking the index.
- Originating ideas and presenting statistics in an appealing format.
- Extensive research using news media, government sources, library materials and non-government organisation reports.
- Assisted in writing, research and fact-checking for Ben's *Daily Telegraph* Miscellany column.
- Additionally I assisted Ben on columns for the *New York Times*, *Vanity Fair*, *Conde Nast Traveller* and *The Times*.

2003                      **Assistant Producer**                      LBC Radio

- Working on the Dave Preever and Sandi Toksvig shows booking guests and researching items. Writing scripts, briefing notes and questions.

2001–2002              I spent a year travelling through Asia, Australia and the Pacific.

2000–2001              **Researcher**                                      BBC Radio Five Live

1999–2000              **Researcher**                                      Invest TV

**Education:**

2003–2007              **BA History & Archaeology** 2:1, Birkbeck, Uni of London  
Studied part-time in the evenings while working full-time

1996–1999              **BA Media Studies** 2:1, University of Westminster

**Computer skills:** Microsoft Office (Word, Excel, Outlook, Access); InDesign CS3; Adobe Acrobat; Adobe Photoshop; QuarkXPress; Filemaker.

**Courses:** 'Grappling with Grammar' at the Publishing Training Centre

**Interests:** Reading, sport, history & archaeology, travel, politics, walking, gardening (skill – none, enthusiasm – plenty), family.

**References:**              On request.