

# KAREN ELIZABETH LAFFERTY

contact information  
suppressed for web publication  
available  
upon request

## OVERVIEW OF QUALIFICATIONS

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I provide detail-oriented editing and proofreading tailored to the needs of my clients. This includes editing for clarity, content, structure, and various publication styles. My background in academic writing and publication has prepared me to communicate clearly about needed revisions and respond promptly on tight deadlines. I possess strong research skills for verifying information and sources. As a result of teaching university level courses and high school English for over twenty years, I developed speed and efficiency in reading and responding to large volumes of text. I am proficient in Microsoft Word and web-based tools for document sharing.

## EDUCATION

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2015	<b>PhD</b>	<b>San Diego State University/Claremont Graduate University</b> Education
1994	<b>MA</b>	<b>New York University</b> French Literature
1992	<b>BA</b>	<b>University of California at Santa Cruz</b> French Literature

## PROFESSIONAL EXPERIENCE

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9/2016 – current	<b>Web Editor</b> Sixty and Me Website	<ul style="list-style-type: none"><li>• Revise article submissions to follow site specifications for style</li><li>• Proofread for spelling, grammar, and consistent word usage</li><li>• Compose titles and headings for SEO optimization</li><li>• Verify web links</li><li>• Format articles to site specifications for style</li><li>• Communicate daily with site publisher</li></ul>
8/2014 – current	<b>Dissertation Editor</b> Freelance for four PhD dissertations	<ul style="list-style-type: none"><li>• Proofread manuscripts</li><li>• Suggest edits for clarity, structure, and academic style</li><li>• Edit document elements per university style books and APA style</li><li>• Format manuscript elements (table of contents, headings, tables, figures)</li><li>• Verify citations and references for accuracy</li><li>• Locate missing references, DOIs</li></ul>

- 4/2014 – current      **Publications Reviewer**  
*Journal of Teacher Education*  
*Multicultural Perspectives*  
*Teacher Education Quarterly*
- Evaluate suitability of manuscripts for publication
  - Check for style appropriate to journal
  - Assess quality of data analyses and presentation
  - Suggest edits on content and structure
- 1/2014 – current      **Published Author**  
*The Reading Teacher*  
*Journal of Adolescent and Adult Literacy*  
*Journal of Technology and Teacher Education*  
*Science and Children*
- Cater to specific scope and audience
  - Adapt to journal style guidelines
  - Revise according to reviewer feedback
  - Respond on publisher deadlines
- 8/2015 – current      **Professor**  
San Diego State University
- Teach research skills to graduates and undergraduates
  - Review proposals for Institutional Review Board approval
  - Instruct on modes of research writing
  - Teach APA style
  - Provide feedback on writing structure, content, and mechanics
- 2013 – 2014      **Editing Assistant**  
San Diego State University
- Edited manuscripts for publication in scholarly journals
  - Advised on structure, clarity, and content for manuscripts
  - Verified references
  - Checked for APA style
- 1993 – 2016      **English Teacher**  
Poway Unified School District, San Diego, CA
- Taught 9<sup>th</sup>-11<sup>th</sup> grade English
  - Provided feedback on writing structure, content, and mechanics
  - Taught MLA style
  - Taught MLA conventions for Microsoft Word