

CURRENT AND PAST CLIENTS

AEA Technology	Hodder & Stoughton Educational
British Compressed Air Society	Office for National Statistics
Butterworths	Oxford University Press
Diagram Visual Information Ltd	PennWell
Donhead Publishing	ProseWorks
Elsevier Science	Scottish Environment Protection Agency
Entec UK Limited	Society of Dyers and Colorists
Environment Agency	Waste Management Information Bureau
Greenleaf Publishing Ltd	WRc plc

CHARGES

Details of my charges are available on request.

CONTACT DETAILS

Joyce Huddleston

4 St James Road, Radley, Abingdon Oxfordshire OX14 3AQ

Tel 01235 524866

Fax 01235 200122

Email joyce@huddleston.co.uk

January 2009



Joyce Huddleston BSc

Technical writing

Technical editing

Abstracting

Rewriting

On-screen editing

Tel: 01235 524866

Fax: 01235 200122

E-mail: joyce@huddleston.co.uk

Web: www.huddleston.co.uk

I have a scientific background with specialised knowledge of chemistry/biochemistry and a broad experience of writing, editing and summarising technical documents. My main fields of expertise are:

- ◆ environmental issues
- ◆ waste management
- ◆ renewable energy and energy efficiency
- ◆ chemistry/biochemistry

QUALIFICATIONS

- ◆ BSc (First Class Honours) Chemistry
- ◆ Member of the Society for Editors and Proofreaders (SFEP)
- ◆ Designing web pages (National Open College Network level 3)
- ◆ Advanced web pages (National Open College Network level 3)

CAREER HISTORY

After graduating from Nottingham University in 1974 with one of the top firsts of the year, I became a research assistant at the Sir William Dunn School of Pathology, Oxford University. I worked initially on the biosynthesis of penicillins and cephalosporins, and then on applications of recombinant DNA techniques.

In 1987, I began my freelance career by writing abstracts for the *WasteInfo* database produced by the Waste Management Information Bureau, AEA Technology. My technical writing expanded when, in 1990, I became a regular contributor to the monthly news journal *Waste & Environment Today*.

I have worked with AEA Technology since 1992 as a technical editor on articles, guides, reports and case studies for four Government-funded programmes – Envirowise, Carbon Trust Energy, Bio-Wise and Transport Energy. Other contracts for AEA Technology have involved editing the European Environment Agency report, *Environmental Signals 2000*, and writing summaries for Defra of a joint UK/Chinese study on the impact of climate change on Chinese agriculture.

Since 2001, I have edited over 250 guidance documents, leaflets and scientific reports for the Environment Agency. In 2004, I updated the environment and energy chapters of the *2005 Yearbook of the United Kingdom* for the Office of National Statistics. My work since 2005 for the Scottish Environment Protection Agency (SEPA) has involved editing some reports and policy documents including its *State of the Environment 2006* report.

Other work has included:

- ◆ editing articles for *Waste Management World, Renewable Energy, Cogeneration & On-Site Power Production*
- ◆ copy-editing for Oxford University Press, Elsevier Science and Greenleaf Publishing
- ◆ writing abstracts and selecting index terms for the Energy Technology Database Exchange (ETDE) and WasteInfo

SERVICES OFFERED

- ◆ Writing for a target audience using the format and housestyle specified by the client
- ◆ On-screen editing of technical documents to produce concise, readable English in a consistent style
- ◆ Preparation of abstracts and selection of index terms from a controlled vocabulary
- ◆ On-screen editing of all types of written material – books, reports, journal articles, web pages, leaflets and CD-ROMs
- ◆ Summarising documents for a technical or non-technical readership
- ◆ Research/literature scanning
- ◆ Design of simple websites