

Dan Shutt

Freelance editor and proofreader with a focus on the humanities and years of in-house experience with top publishers.
Professional Member of the CIEP.



Work

Dan Shutt Editorial Services

April 2016–present

History, economics, international relations, media studies and politics titles.

- various university presses (Cambridge, Oxford, Harvard, Manchester, Bristol)
- extensive project work for Taylor & Francis (Routledge)
- journal work for the Institute of Civil Engineering
- proofreading for I.B.Tauris, Zero Books and others
- private commissions (fiction, non-fiction, poetry)

I work on around **50 books** every year, and my clients are always delighted with my services.

Production Editor, I.B.Tauris (London/New York)

October 2015–July 2016

Project management of academic monographs and trade books from commission to publication. Oversight of all stages of the publication process, including liaison with suppliers, copy-editing and proofreading. This role demanded the highest standards and still has a tremendous influence on my work.

Editorial Assistant, Thomson Reuters (London)

July 2014–September 2015

A challenging editorial role in the legal publishing wing of world-renowned press and information giant Thomson Reuters. My technical abilities earned me a promotion within my first three months.

Commissioning Editor, Bradshaw Books (Cork, Ireland)

October 2013–July 2014

My first editorial publishing role; I reviewed submitted manuscripts and commissioned a sell-out debut poetry commission, seeing it through from unfinished MS to published book. I also spent much of my time proofreading and editing the company's promotional and marketing materials.

Education

Law (LLB) Bachelor's, University of Bristol

Graduated from Bristol in 2013 in Law, with a focus on intellectual property, environmental and information technology law.

A-Levels, Loughborough Grammar School

A*, A, A, with 100% in English Literature over two years.

Other

- Writing: I have written extensively for the media, including many articles for *The Independent* and various blogs and publications.
- Languages: English (native); German (proficient); Albanian (conversational).