

## Niall Leighton – Proofreading, Copy-editing and Copy-writing Services

### Clarity in Communication

This document is a guide to my services. It tells you what I do professionally and what the benefits are to you, as well as giving a summary of what areas I specialise in, my background in those areas and my qualifications.

### Services

I provide freelance services in **proofreading, copy-editing, copy-writing** and **fact checking**. I work as a sole trader and have pride in providing personalised services to my clients.

Within my fields of expertise I am happy to work with **business** to provide, edit and check copy for anything from fliers to brochures, and will happily work with you, graphic designers and other agencies to provide the best results for your business. I work with the **publishing industry**, as well as the **academic community**.

### The Benefits

Effective communication with a customer is vital for **business**. I can help you ensure that what you say to your customers and your potential customers is what you want to say. I can also ensure that you are not let down by poor grammar and spelling. If in any doubt, my contact details are below.

**Publishers** need no persuasion of the need for quality editing and proofreading. Your need may be for a specialist, and there I may be able to help, both as an editor and in checking facts. My specialised fields are outlined below.

The **academic community** may also benefit from my services. Within my specialised fields I can proofread dissertations, theses and submissions to academic journals.

## **Fields of Expertise**

### **Environment and Sustainable Development**

I am currently an activist in the Scottish Green Party and am involved in policy development for this organisation. This and a broad interest in the subject have given me a detailed knowledge of such matters. I am also qualified to HND level 2 in Environmental Surveying for Nature Conservation. See also the sections on Politics and Current Affairs and Social Policy. For my knowledge of environmental thought see under Philosophy.

### **Fiction/Literature**

I am qualified to A-Level in English Literature. My particular interest lies in literary fiction. However, I am known to read crime, thriller and speculative fiction for leisure and would be happy to proofread or edit fiction in any genre.

### **History**

I am qualified to A-level in History, and read History as a minor course at University for a year. I am also qualified in Classical Civilisation to GCSE level. My particular interest lies in Ancient History, but I would be happy to work with books relating to other periods.

### **Natural History**

I have an innate fascination with natural history. I am also qualified to HNC Level 2 in Habitat Surveying for Nature Conservation.

### **Philosophy**

I read Philosophy for two years at University as a subsidiary unit. My particular fields of expertise lie in Ethics and Environmental Philosophy. In the case of the latter this is partly as a result of policy formulation for the Scottish Green Party. With the exception of formal logic, I would be happy to work with other philosophical study.

### **Politics and Current Affairs**

I am qualified to A-Level in Economic and Political Studies. I am active within the Scottish Green Party and, as such, have a solid grasp of Scottish politics

and current affairs in particular. I am also interested in political studies and current affairs from local to international level and often read round the subject.

### **Psychology**

I am qualified to Degree Level (with Honours) in Psychology from the University of Stirling. My main interest lies in social psychology and group processes but would be happy to proofread or edit work in any field of psychology except neuroscience.

### **Public Health**

I worked as a volunteer for a health promotion agency based in Edinburgh for several years. This also stands me in good stead to proofread or edit work in health education. In addition to this I have been centrally involved in policy formulation in public health for the Scottish Green Party.

### **Religion**

In addition to my interest in religious ethics (see under Philosophy, above) I have been involved with neo-Paganism for some years. For details of specialised interests, please contact me.

### **Social Policy**

I am closely involved with policy formulation for the Scottish Green Party. I have a particular interest in social policy.

## **Background and Qualifications**

### **Education:**

Clitheroe Royal Grammar School, Clitheroe, Lancashire.

Bootham Friends' School for Boys, York.

University of Stirling.

### **Interests:**

Politics and Current Affairs; I am active in the Scottish Green Party, working on campaigns and policy. I also do local media work.

Environment and Sustainable Development; a core of my existence.

Cookery; I am accomplished vegan cook.

Hill-walking and wild camping; my favourite recreation involves exploring Scotland's wild places.

Natural History; I like to understand what lives in the places I visit.

Reading; I read for pleasure and erudition.

My **previous employment** ranges from health promotion and research for Fast Forward Positive Lifestyles to my voluntary work for the Scottish Greens and youth work with Off the Record in Stirling.

### **Qualifications**

General Certificate of Secondary Education (Clitheroe Royal Grammar School)

<b>Examination</b>	<b>Grade</b>
English Literature	A
English Language	B(2)*
Mathematics	A
Biology	A
CDT (Technology)	B
Chemistry	A
Classical Civilisation	A
French	A
Physics	C

\* Includes a grade for oral communication.

## A-Level (Bootham Friends' School for Boys, York)

<b>Examination</b>	<b>Grade</b>
Economic and Political Studies	B
English Literature	C
History	C
General Studies	A

### Other formal qualifications

Batchelor of Science with Honours in Psychology 2(ii) (University of Stirling).

Higher National Certificate in Habitat Surveying for Nature Conservation  
(Scottish Qualifications Authority)

I have also self-trained in copy-editing and proofreading. I have undertaken a wide range of uncertified training in areas such as peer education, health promotion and counselling skills.

### How to Contact Me

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niall @ niall-leighton.co.uk (Please remember to take out the extraneous spaces: this is an anti-spam measure.)\*

If you would like a cost estimate for work to be checked or edited, please let me know the length and nature of the material. 500 words of sample material makes life a great deal easier. Please read my [Terms and Conditions of Trading](#).

\*Important note for marketers. I am registered with the [Mailing Preference Service](#), [Telephone Preference Service](#) and [Email Preference Service](#).  
Unsolicited marketing is not welcome.