

James Harbeck

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Editor, Writer, Designer, Educator, Photographer

What I do

I edit:

- consumer-oriented articles on culture, health, science, language, wine, food, and more
- continuing education lessons for health care professionals
- books on culture, history, philosophy, business, and more for publishers such as Random House, NYU Press, and Page Two Solutions, as well as for individuals

I write:

- articles on language, linguistics, editing, and culture for several websites and publications, including BBC.com and TheWeek.com as well as Sesquiotica (my own blog) and Strong Language (a group blog that I co-founded on linguistic analysis of vulgar language); each blog averages over 24,000 visits monthly and has thousands of followers and subscribers; I also write longer works, such as my books *Songs of Love and Grammar* and *Confessions of a Word Lush*
- articles on travel and wine for sites such as TonyAspler.com and UrbanAdventures.com
- consumer-oriented articles and print resources on health and lifestyle topics for companies such as MediResource Inc. and Many Roads Studios

I design:

- educational resources—I have designed large information resource binders on health conditions, continuing education lessons for pharmacists in magazine form, white papers on mental health and wellness, and booklets on health care policy and national surveys
- magazines—I designed the national magazine *Literary Review of Canada* for 18 years and I have designed the magazines and journals of several societies
- ads—I have designed scores of ads for publication in magazines and newspapers
- books—I have designed and typeset self-published books by several authors

I present and teach:

- on editing, design, language, presentation, and performance for universities, colleges, conferences, corporations, and other interested groups. Topics I have covered include:
 - A linguist's guide to grammar
 - Desktop publishing workflow at warp speed
 - Wildcards and beyond
 - Things you should know about HTML
 - An appreciation of English: A language in motion
 - When an error isn't
 - What flavour of English do you want?
 - What's up with English spelling?
 - Our changing language: When does wrong become right?
 - When to use bad English
 - How to give presentations and speeches

I photograph: I have photographed several events for the *Literary Review of Canada* and for the Spur Toronto festival; I have a large portfolio at Flickr.com/sesquiotic and have published a book, *TORONTO*

Where I've worked

Freelance Editor, 1998–2018

I have been a freelance editor for two decades, and at the beginning of 2018 I left my in-house job to edit independently full time. I have edited articles and marketing pieces for several companies and websites, and I have done structural edits, copyedits, and proofreading on books by publishers such as Penguin Random House USA, NYU Press, SUNY Press, and Page Two Solutions. In 2018, I was one of the test setters for Editors Canada's certification exam in structural and substantive editing, and I helped create the study guide for the certification exam in proofreading.

Senior Editor, MediResource Inc., 2000–2018

MediResource Inc. is Canada's leading provider of consumer-oriented health information on the web. Clients include several provincial governments and insurance companies as well as nearly every major pharmaceutical manufacturer in Canada. Its flagship website is MedBroadcast.com.

- **I managed** an in-house editorial team, with freelancers as necessary. I oversaw the recruitment and hiring of all of my team and several others.
- **I coordinated** production and revision of articles and documents, including print.
- **I planned** future content initiatives in cooperation with others in the company.
- **I edited** thousands of words every week, mostly in consumer-oriented website content and communications—health articles, advertising and promotion, and even a wine website.
- **I formatted and coded** articles by the dozen in HTML, XML, and CSS.
- **I prepared** articles for translation and coordinate their translation with freelancers and agencies.
- **I wrote** consumer-oriented articles, newsletters, reports, and marketing and advertising pieces.
- **I designed** print documents, including survey reports, continuing education lessons, and consumer-oriented information packages.
- **I set and maintained standards** for editorial and formatting practices.
- **I analyzed** content performance data and **produced reports** on the results.

Designer, Literary Review of Canada, 1999–2017

The Literary Review of Canada is Canada's leading forum for discussion and debate about books, culture, politics, and ideas. It comes out as a large-format 32-page magazine 10 times a year.

- **I designed** the magazine every month with short turnaround time and exacting design standards. I also designed occasional ads and similar pieces.
- **I proofread** when an extra proofreader was required.
- **I photographed** events, such as the LRC speaker series and the Spur festival of ideas.

Page Editor, Metro Toronto, 2000

I was one of the original editorial crew producing Toronto's daily commuter newspaper.

- **I edited and laid out** news articles and photos to fit my assigned pages.

Editor/Copywriter/Designer, Arctic Jungle Media, 1997–1999

Arctic Jungle Media was a small advertising firm and TV production company.

- **I wrote and designed** newspaper ads, flyers, sales letters, newsletters, and catalogues.
- **I scripted** corporate videos and co-wrote the script for a TV pilot of an adventure series.
- **I did voice-over** for videos.

Test Preparation Instructor, Olin Center for International Study, 1995–1997

The Olin Center (now EC Center) is a small, high-quality test preparation centre and international language school in Boston.

- **I taught** classes preparing for the GRE, GMAT, LSAT, and SAT.
- **I wrote** the company's instructor manuals for teaching the GRE and the GMAT.
- **I tutored** students individually.

Instructor, Tufts University, 1994–1995

- **I taught** "Introduction to Acting," including developing curriculum, exercises, and assessments.

House Manager and Editor, Tufts University, 1993–1994

- **I supervised** front-of-house operations and student ushers at the university's theatre.
- **I edited** the theatre program and newsletter.

What I know

Software

- **MS Office (Word, Excel, PowerPoint, Project)**
- **Adobe Creative Suite**, including **InDesign, Photoshop, Camera Raw, Bridge, Lightroom**, and **Illustrator**
- **HTML and XML**, hand-coding and using **Dreamweaver, GoLive**, and other programs
- **Déjà Vu** translation memory software
- **Amadeus Pro** and other sound-editing software
- A variety of content management systems, including **Drupal** and **Alfresco** web-based systems and complex in-house **Visual Basic-based systems**
- I am deeply familiar with both **Windows** and **Macintosh** environments

Languages

- English (authoritative)
- French (fluent—I have taken linguistics courses conducted and evaluated in French)
- Italian, Spanish, German (workable)
- Portuguese, Mandarin Chinese, Dutch, Afrikaans, Irish, Icelandic, Swedish (introductory)
- Some acquaintance with several others

Education

- **Master of Arts** in Linguistics, York University, 2016
- **Doctor of Philosophy** in Drama, Tufts University, 1998
- **Master of Arts** in Drama, Tufts University, 1995
- **Bachelor of Fine Arts** in Drama, minor in Religious Studies, University of Calgary, 1988

What else

I love to travel; I have visited more than two dozen countries on four continents. I love learning (and learning about) languages. I love wine and gourmet food and I enjoy cooking. I am an avid runner. I occasionally act in plays, and I used to sing with the Toronto Mendelssohn Choir. I am the recipient of Editors Canada's 2018 Karen Virag Award for exceptional efforts to raise the profile of editing.