CECILE BERBESI

Freelance Content and Publishing Services

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Production editor | Journals coordinator | Proofreader | Publishing industry | Content services

in

Meticulous production editor, proofreader and peer-reviewer with 20+ freelance and in-house experience in the UK trade and academic publishing industry.

EXPERIENCE

Content & Publishing Services

Cecile Berbesi - Since April 2016 - Freelancer

As a multidisciplinary freelancer, my daily routine demands rapid adaptation across diverse functional roles, including:

- proofreader (English, French, Portuguese)
- journals and books production coordinator
- peer-review manager
- pre-production coordinator
- xml/pdf controller
- typesetter

Subject areas include Education, Politics & International Relations, Geography, Middle East Studies, History, Travel Writing, French and Portuguese

Journals Production Coordinator (remote)

UCL Press - Since 2017

- managing the production stages of a portfolio of 9 academic journals to ensure they meet the company's standards of publication time, quality and budget
- monitoring workflow of journals articles and issues using online submission system (JAMS/Janeway), spreadsheets (Excel and Trello) and ScienceOpen website
- budgeting, outsourcing and briefing suppliers (copyeditors, proofreaders, typesetters) to make sure that each article adheres to its own journal style guidelines (APA 7, CMoS 17, Harvard, OSCOLA)
- providing ad hoc support on systems, communication with contributors and editors, copyflow and articles processing
- reporting to the journals manager and production manager
- checking final file deliverables (xml and pdfs)

Peer-Review Manager (remote)

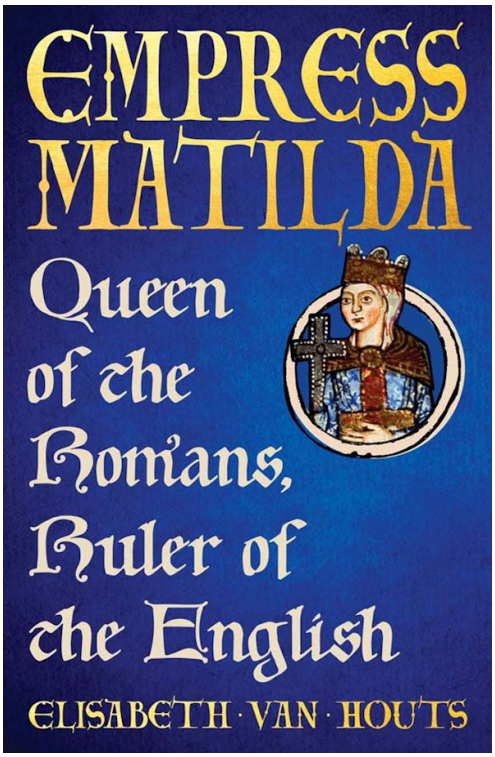
UCL Press - Since 2021

- overseeing the efficient operation of peer review for two major UCL Press journals, from the point of submission to acceptance/rejection
- assessing initial submissions to determine suitability for the journals, leading to either desk rejection or assignment of manuscripts by the editors-in-chief
- blinding papers, contacting reviewers, chasing reviewers, editors and contributors

PORTFOLIO

List of clients, followed by examples of recent projects

July 2026 (Yale University Press): proofreading



- tracking manuscripts and monitoring schedules using the online submission system (JAMS) and Excel/Word trackers
- acting as the main point of liaison with the editors-in-chief, guest editors, associate editors, reviewers and contributors and reporting to the journals manager
- preparing accepted papers for production by checking that permission for image reproduction has been granted, papers adhere to the journal style, ethics and other declarations have been obtained and plagiarism is avoided by running iThenticate reports

IT SKILLS

Adobe Creative Suite

- Acrobat Pro ★★★★★
- InDesign ★★★★★
- Photoshop ★★★½☆
- Illustrator ★★★½☆

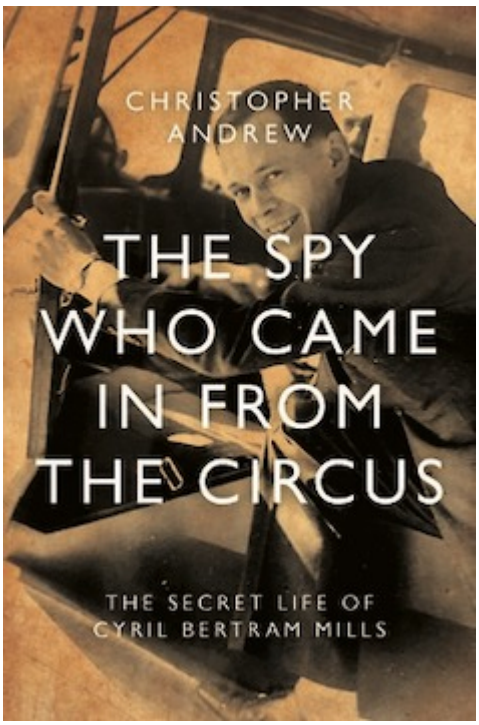
Microsoft Office

- Word ★★★★★
- Excel ★★½☆☆
- PowerPoint ★★½☆☆

Website

https://yalebooks.yale.edu/book/9780300266085/empress-matilda/

April 2024 (Biteback Publishing): proofreading



Website

https://www.bitebackpublishing.com/books/the-spy-who-came-in-from-the-circus

2021–present (UCL Press): journal production coordination

An open-access, peer-reviewed journal released as a yearly issue for the the UCL Institute of Archaeology, my role involves:

- keeping track of the production stages and drafting production schedules;
- liaising with the Production Manager, Journal Manager, Editor-in-Chief and contributors;
- briefing the copyeditors, proofreaders, and typesetters;
- preparing two sets of final deliverables (online pdfs and xmls, and print pdfs);
- proofreading and controlling content quality at the different stages of the production, including checking the xml codes

Website

https://www.uclpress.co.uk/pages/archaeology-international

2021–present (UCL Press): peer-review management

The role involves:

- assessing initial submissions to determine suitability for the journal, leading to either rejection without review or assignment of manuscripts to the Editors in chief;
- overseeing the efficient operation of peer review, from the point of submission to acceptance/rejection (e.g. tracking manuscripts, blinding papers, liaising with editors and contributors, contacting reviewers, chasing reviewers and editors);
- resolving ethical issues and Author/Reviewer/Editor queries;
- preparing accepted papers for production (e.g. making sure permission for image reproduction has been granted, papers adhere to the journal style).

Website

https://www.uclpress.co.uk/pages/research-for-all