

**ANNETTE M. THEURING**

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<b>OVERVIEW</b>	Experienced editor and publications manager specializing in medical, scientific, and health-care material
<b>CURRENT POSITION</b>	<p><b>Owner, Theuring Editorial Services</b> October 1985–present</p> <p>Provide editorial services (including substantive editing, copyediting, proofreading, and project management) to a wide range of clients: medical and scientific journal and book publishers, health-care communications companies serving the pharmaceutical industry, continuing medical education (CME) providers, nonprofit organizations, and individual academic authors. Types of materials edited: journal articles, books, abstracts, slide decks, CME activities, annual reports, newsletters, websites, formulary dossiers, correspondence. Client list and editing samples available on request.</p>
<b>PREVIOUS POSITIONS</b>	<p><b>Managing Editor, <i>International Journal of MS Care</i></b> January 2009–July 2017 Consortium of Multiple Sclerosis Centers Hackensack, NJ</p> <p>On a contract basis, managed editorial and production functions of an award-winning peer-reviewed health-care journal with print and online editions. Worked closely with editor-in-chief to plan and organize issue contents, establish and implement journal policies and procedures, and oversee day-to-day operations. Edited and proofread accepted manuscripts in accordance with AMA style. Managed production process in coordination with an outside graphic designer. Managed contracts with vendors of publishing services. Implemented web-based manuscript-tracking and peer-review system and launched online edition with external publishing partner.</p> <p><b>Instructor, University of California, San Diego</b> January 2009–September 2013</p> <p>Developed a new online course in advanced copyediting (Copyediting III) for the Copyediting Certificate Program of the university’s continuing-education division. Taught course regularly using the Blackboard learning-management system.</p> <p><b>Managing Editor, <i>JAPMA</i></b> August 1997–August 2007 American Podiatric Medical Association Bethesda, MD</p> <p>Managed the daily operations of an award-winning peer-reviewed medical journal with print and online editions. Oversaw the flow of manuscripts from submission through publication. Hired, trained, and supervised editorial staff and freelance editors. Edited and proofread accepted manuscripts. Coordinated the in-house production process. Managed contracts with vendors of publishing services. Served as primary liaison with an off-site editor-in-chief, an editorial advisory board, and association executives.</p> <p><b>Managing Editor, <i>Journal of Democracy</i></b> April 1994–August 1997 National Endowment for Democracy Washington, DC</p> <p>Supervised editorial production of a quarterly international affairs journal and a complementary book series co-published by the NED and the Johns Hopkins University Press. Established and maintained editing and production schedules and managed the in-house production process. Edited manuscripts for both substance and style. Served as primary staff liaison with the publisher on matters of printing, distribution, marketing, and administration. Supervised two staff editors and freelance editors.</p>

**Assistant Book Review Editor, *SCIENCE*** March 1993–April 1994  
American Association for the Advancement of Science Washington, DC  
Planned, commissioned, and edited material for book review section of a weekly, interdisciplinary, peer-reviewed scientific journal. Chose books for review. Selected and negotiated with reviewers. Edited review manuscripts for both substance and style. Participated in administration of department, including shared supervision of one assistant.

**Managing Editor, *Philosophy & Public Affairs***  
**Manuscript Editor** September 1989–March 1993  
Princeton University Press Princeton, NJ  
Managed editing, production, and administration of a quarterly philosophical journal. Edited book manuscripts in a wide range of academic disciplines. Assisted acquisitions editors in evaluation of book proposals and manuscripts. Supervised one assistant.

**EDUCATION**

**The University of Michigan, Ann Arbor, MI**  
M.A. Comparative Literature, May 1989  
G.P.A.: 7.94 on an 8.0 scale  
Honors: Regents Fellowship

**New York University, New York, NY**  
B.A., summa cum laude, Philosophy and Comparative Literature, June 1986  
G.P.A.: 3.92 on a 4.0 scale  
Honors: National Merit Scholar, 1981; Presidential Scholars Program, 1981-1986; Phi Beta Kappa, 1984; Salomonowitz Memorial Prize for Excellence in Philosophy, 1986; Senior Prize for Excellence in Comparative Literature, 1986

**EDITORIAL AWARDS**

Award of Excellence, APEX Awards for Publication Excellence, 2002-2007, 2013-2016  
Gold Award, Hermes Creative Awards, 2014, 2015  
Award of Distinction, The Communicator Awards, 2004, 2014  
Crystal Award of Excellence, The Communicator Awards, 2005

**PROFESSIONAL MEMBERSHIPS**

American Medical Writers Association  
Council of Science Editors

**CONTINUING EDUCATION**

Currently enrolled in the Essential Skills certificate program of the American Medical Writers Association

**PRESENTATIONS**

Writing for Publication: An Overview of the Journal Publishing Process (co-presenter), 2013 Annual Meeting of the Consortium of Multiple Sclerosis Centers, May 2013, Orlando, FL

**EDITORIAL STYLES**

AMA, APA, Chicago

**LANGUAGES**

Good knowledge of Spanish and French

**SOFTWARE**

Microsoft Word, PowerPoint, Excel, Outlook, Adobe Acrobat, Blackboard (learning-management system), eJournalPress, Editorial Manager (manuscript-tracking/peer-review systems)

**REFERENCES**

Available on request