

# CARA M. JORDAN

Editor and Publisher



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www.flatpage.com

## SUMMARY

A diligent editorial agency founder and a detail-oriented copyeditor with an academic background in art history and 15+ years' experience in the publishing industry. Leads a team of 25+ editors who provide manuscript editing and evaluation services for authors, academics, nonprofits, and businesses. Seeking to help authors write accessible texts and get their ideas seen.

## EDUCATION

### EDITING CERTIFICATE

UCSD Extension

### PHD

Art History, CUNY Graduate Center, New York

### BA

Art History, French, University of Colorado, Boulder

## EXPERTISE

- **Editing skills:** Copyediting, line editing, developmental editing, and proofreading
- **Genres:** Academic, nonfiction, visual arts, business
- **Style guides:** Chicago, AP
- **Technical skills:** PerfectIt, macros, WordPress, Editor's Toolkit

## EXPERIENCE

### PRESIDENT, CHIEF EDITOR

Flatpage | Washington, DC  
2021-Present

Leading the everyday operations of a busy editorial agency and publishing house serving academics, nonfiction authors, artists, nonprofits and businesses.

### FREELANCE EDITOR

Self-employed | Remote  
2008-Present

Freelance copyeditor and proofreader for a variety of private academics, artists, institutions, and publishers.

### INSTRUCTOR

Extended Studies, University of California | San Diego, CA  
2023-Present

Teaching advanced copyediting in the leading US-based copyediting certificate program.

### COPYEDITOR

Open Arts, PRO Unlimited @ Meta (Facebook, Inc.) | Menlo Park, CA  
2021-2022

Copyediting and proofreading internal and external communications and design assets for Meta's art-commissioning department

### MANAGING EDITOR

Public Art Dialogue | Remote  
2019-2021

Managed the peer-review process, editing, and production of an academic journal.

### ARCHIVIST, EDITOR

Peter Halley Studio | New York  
2013-2019

Researching, compiling, and editing the artist's catalogue raisonné and serving as the artist's primary editor for all published interviews, catalogues, and other texts.

### ADJUNCT PROFESSOR

City University of New York | New York  
2011-2017

Taught introductory art history classes for groups of 15-300 students.

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## TEACHING

### WEBINARS & WORKSHOPS

"Practical Steps for Transitioning to a Career in Academic Editing," online webinar, The Professor Is In/Out, July 2022

"From Gig Worker to Entrepreneur: Capitalizing on Your Skills to Build a Business in Art History," online webinar, CAA conference, February 2022

"How to Write an Artist's Statement," biannual 2-3 part, in-person and online workshop, Bronx Museum of the Arts, Artist in the Marketplace program, 2018-2022

"How to Write an Artist's Statement," one-session online workshop, various academic institutions and nonprofit groups, 2020-2022

### COURSES

"Introduction to Art History," City University of New York, in-person classes, City College, Hunter College, Kingsborough Community College, 2011-2017

### PANELS

Launch event for the EFA's Academic Editing Chapter, online panel discussion, September 23, 2022 (Moderator)

## LANGUAGES

- French (full professional proficiency)
- German (full professional proficiency)

## PUBLICATIONS

### BOOKS

Peter Halley Paintings of the 1980s: The Catalogue Raisonné (Zurich: JRP|Ringier, 2019). (Primary Author / Editor)

The Art of Direct Action: Social Sculpture and Beyond, co-edited with Karen van den Berg and Philipp Kleinmichel (Berlin: Sternberg, 2019). (Contributor / Co-Editor / Copyeditor)

Operative Endoscopic and Minimally Invasive Surgery, ed. Daniel B. Jones, Steven Schwaitzberg (London: CRC Press, 2018). (Contributor / Art Editor)

### ARTICLES & ESSAYS

"Inside Beuys, Andres Veiel's New Documentary on the German Artist," FIELD: A Journal of Socially Engaged Art Criticism, no. 8 (Winter 2018).

"The Evolution of Social Sculpture in the United States: Joseph Beuys and the Work of Suzanne Lacy and Rick Lowe," Public Art Dialogue 3, no. 2 (Fall 2013): 144-67.

### BLOG POSTS

[Column](#) (blog), Flatpage, ongoing. (Regular posts)

"[An Interview with a Permissions Editor](#)," Networking News, PEN, August 2022.

"[A Guide to Tricky Citations for Academic Authors & Editors](#)," Northwest Editors Guild (blog), May 16, 2022.

### INTERVIEWS & MEDIA APPEARANCES

Letitia Henville, "[Why Formal Analysis Is Key to Bringing Your Research to Life](#)," Ask Dr. Editor (column), University Affairs, November 23, 2021.

## MEMBERSHIPS

- Chartered Institute of Editing and Proofreading (Professional Member)
- Editorial Freelancer's Association
- ACES: The Society for Editing
- Independent Book Publishers Association
- North West Editors' Guild
- Professional Editors Network