

The Doctor of Ministry Office reviews all thesis-projects for adherence to an approved style guide and our internal standards (contained in the "Thesis Checklist"). This is a graduation requirement. The process is designed for capable editing by you, the author; use of an outside editor is not required, and perhaps unnecessary.

This list of editors is courteously provided as possibly helpful contacts. All agreements between the student and editor are independent of the Doctor of Ministry program. Work done with an outside editor does not substitute the work of the thesis-project review process. Questions about the thesis-project review process may be directed to the Thesis-Project Review Coordinator, at 978.646.4135, or [dminoffice@gcts.edu](mailto:dminoffice@gcts.edu). If you benefit from the work of an editor and would like to recommend them to fellow DMin students, contact the Thesis-Project Review Coordinator so this list may be updated. Happy Writing!

#### **DMin Writing Workshop Instructor**

##### **Linda Triemstra Cook**

Gold Leaf Editorial Services  
Michigan  
[goldleaf554@gmail.com](mailto:goldleaf554@gmail.com)

"Experienced professional with background in editing theological works and D.Min. thesis-projects. Asks pertinent questions, encourages reflection, and sharpens writing style. Rate sheet available upon request."

#### **DMin Alum**

##### **Rev. Eliana Marques Runyon, D.Min. '07**

PO Box 542  
Lynn, MA 01905  
781-856-0872  
[elianarunyon@hotmail.com](mailto:elianarunyon@hotmail.com)

"As a DMIN graduate, I am familiar with the particular formatting requirements of this program. Proofreading, grammar, vocabulary and formatting are my strengths. I have experience with translations for publication (books, manuals, guides), and am fully bilingual (Portuguese). I am also a published author in English."

#### **Former Employees**

##### **Meredith Conrow**

[merealan@gmail.com](mailto:merealan@gmail.com)

Meredith has two years of experience working with the formatting requirements for a DMin thesis-project. Her specialty lies with the review process. She is comfortable with Turabian, APA and MLA formats, as well as custom formats as long as the guidelines are clearly laid down by the mentor.

##### **Mary Riso**

978-473-2230  
[maryriso@hotmail.com](mailto:maryriso@hotmail.com)  
6 AJ Gordon Court, #307  
South Hamilton, MA 01982

"I have considerable experience as an editor in an academic setting. Before returning to school for my PhD in History I was employed for 17 years by a variety of academic publishers, including Blackwell (now Wiley), Pearson, Sage, Houghton-Mifflin, and Hendrickson. While pursuing my ThM at GCTS (where I also earned my MDiv) I proofread and edited many DMin theses. I have just finished preparing my doctoral dissertation for publication at the end of summer 2015. I am well-acquainted with *The Chicago Manual of Style*/Kate Turabian's *A Manual for Writers of Term papers Theses, and Dissertations*, as well as APA style."

#### **Gordon-Conwell Alum**

##### **Leah Elizabeth Easley**

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I am a Gordon-Conwell graduate with experience in both writing and editing graduate-level theological papers as a professional editor. I have over ten years of experience teaching and tutoring in writing. As a result, I have edited hundreds of papers on a variety of topics. I have several articles published with EBSCO Publishing, so I am comfortable with multiple writing formats: Turabian, APA, MLA, and custom formats (provided the guidelines are clearly laid down by the mentor). I am available by phone, email, and Skype. Please feel free to contact me for my rates.

### **Recommended by Professors**

#### **Kathleen (Kathy) Stumcke**

73 Sudbury Road  
Stow, MA 01775  
978-568-8869

"Teaching editor who will go through the process of good writing with you. The focus is good writing not proofreading. Professional editor who can help you bring your thesis-project to a publishable point."

#### **Margaret Whibley**

[www.wordwinnow.com](http://www.wordwinnow.com)

"I am a freelance academic proofreader with a Masters degree in theology, a PhD in religious studies, and experience editing theses in a variety of formats including Turabian/Chicago, SBL and APA. My greatest strength is working with texts - theses, essays, or manuscripts - where clarity of expression and grammar are not all that they could be. The work is as much a vocation as it is a job, and this is reflected in very reasonable and negotiable charges."

### **Other Editors**

#### **Edna R. Payne**

131 W. Boardman St., #1208  
Youngstown, Ohio 44503  
330-743-2311  
[edna\\_payne@yahoo.com](mailto:edna_payne@yahoo.com)

"Skills include structural format and flow, starting with a basic detailed outline, paraphrasing vs. direct quoting, and proper referencing documentation as required by the school. Experienced with students for whom English is not their first language."

#### **Julia Perry**

[julia@exousiacommunications.com](mailto:julia@exousiacommunications.com)  
901-286-1915

I'm a proofreader and a dissertation editor. I have been editing dissertations for the past five years. I have taught writing and composition at various institutions of higher education. I have been involved in Christian ministry for ten years. I earned my master's degree in missions from Alliance Theological Seminary. Furthermore, I have done short-term missionary work in Ghana, Togo, Liberia, Ecuador and Peru.

#### **Kristen Sagar**

3952 Arsenal Street  
St. Louis, MO 63116  
(Work Email) [Kristen.sagar@covenantseminary.edu](mailto:Kristen.sagar@covenantseminary.edu)  
(Personal Email) [klp5r@hotmail.com](mailto:klp5r@hotmail.com)  
(Cell) 314-910-8597

"I usually work via email, but am also quite happy to work on 'hard copies' and over the telephone. I've been editing dissertations (including DMin) for 8 years, and I've also worked for the past 7 years with students who don't speak (or write!) English as their first language."

#### **David Steel**

[stainlesssteel1@verizon.net](mailto:stainlesssteel1@verizon.net)

"Thoroughly familiar with Turabian with a BA in Professional Writing from Spring Arbor University. Having been a pastor for 14 years, I have a special appreciation for the kind of work DMin students are undertaking."

#### **Marvin Gilbert, Ed.D.**

[marvin.gilbert@alphanumericsolutions.com](mailto:marvin.gilbert@alphanumericsolutions.com)  
Skype: 208.286.1761  
Cell: 972.987.9045

"I long to assist students who are discouraged, struggling to complete their field research and fearing they may never finish their degree programs. I offer a free review and evaluation of a thesis-project proposal."

#### **Terri Burke, MLS**

[terri@burkeresearchedit.com](mailto:terri@burkeresearchedit.com)  
781.507.1740  
[www.BurkeResearchEdit.com](http://www.BurkeResearchEdit.com)

"We are here to make sure that all of your ideas and hard work are represented with excellence by the written documents you submit. We serve graduate students and especially enjoy supporting students for whom English is not their first language. We edit essays, articles, term papers, research papers, theses and dissertations."

#### **Elaine Huber**

379 Long Road  
Manheim, PA 17545  
[Writing.coach@verizon.net](mailto:Writing.coach@verizon.net)  
[Elaine.huber@verizon.net](mailto:Elaine.huber@verizon.net)  
717-898-2880

"Interacting with candidates engaged in developing their ministry giftedness is a rewarding privilege. Most exciting is watching them become enthused about the ministry benefits of well-done research."

**Calen Rubin**

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774-280-2137

I usually have students send their papers to me by email, and I use track changes to edit. However, I know some people still prefer hard copy, so if there is a specific request for this, I would be happy to receive a thesis by snail mail.

Type of editing:

1. Proofreading (correcting basic spelling, grammar and punctuation errors)
2. Basic editing (proofreading plus checking sentence and paragraph structure, word usage and tenses, consistency and formatting footnotes according to chosen style)
3. Advanced Editing (basic editing plus chapter and thesis structure and flow, verifying accuracy of references)

**Jessica Kantrowitz**

[jfkantrowitz@gmail.com](mailto:jfkantrowitz@gmail.com)

(617) 792-8520

[www.eslediting.org](http://www.eslediting.org)

"I am a freelance editor specializing in clear, concise and readable English, as well as impeccable grammar. I have a background in teaching and tutoring English as a second language, and have worked on projects as diverse as scientific and medical journal articles, grant proposals, academic papers and fiction — both short stories and novels."

**Hunter Ann Legg**

[finalreviewproofreading.com](http://finalreviewproofreading.com)

[finalreviewproofreading@gmail.com](mailto:finalreviewproofreading@gmail.com)

Final Review Proofreading: Professional, affordable, & accurate proofreading

**Marion Skeete**

[marion@legacy-makers.org](mailto:marion@legacy-makers.org)

(617) 838-5218

A highly skillful Christian editor and proofreader with over 15 years of cumulative experience, having worked as a Doctor of Ministry Editor and Proofreader, and an Editor for Ph.D. students at Fuller Theological Seminary, as well as a Proofreader for Thomas Nelson Publishers, TN and Christian Publications, PA. Worked with a DMin student in 2016 at Gordon Conwell who successfully completed his requirements for graduation. Very familiar with *Turabian* and *Chicago Manual of Style* formatting guidelines. Thorough and detailed oriented editing, with the ability to draw out author's unique writing style. Reasonable rates and quick turnaround times.

**Laurie Stephenson**

[Lstephe3@gmail.com](mailto:Lstephe3@gmail.com)

303.651.9967

"I'm a professional freelance editor in Colorado with a passion for helping ministry students.

I have a degree in English and years of editorial experience with academic papers and book manuscripts, and would love to offer my services to your graduate students."

**Pierce VanDunk**

VanDunk Edits

Lowell, MA

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[vandunkedits.com](http://vandunkedits.com)

Pierce has edited dozens of thesis projects for DMin candidates. He specializes in assisting scholars who are nervous about their writing abilities, especially non-native English speakers and students returning to academia after a long time away from the classroom. With patience, communicativity, and flexible pricing, Pierce can help any scholar get a thesis project to the finish line.

Pierce also does transcription for audio files and handwritten text, as well as book editing and ghostwriting (*ghostwriting is not available for academic projects*).