

BOGEN EDITORIAL SERVICES

Melissa L. Bogen, ELS
28C Debra Terrace
Greenwood Lake, NY 10925-4145
Cell (845) 742-1145
E-mail: melbogen@optonline.net

Specialty: Scientific, technical, and medical manuscripts; multichannel promotional and CME programs for healthcare professionals; pharmaceutical sales training materials

Services: Substantive editing, Copy editing, Fact checking, Rewriting, Project management, Proofreading, Reference checking

Contract only

BACKGROUND

- In medical publishing since 1987; full-time freelance editor since 1997
- Certificates, American Medical Writers Association (AMWA):
 - Composition and Publication Certificate, completed October 2014
 - Advanced Curriculum in Medical Communications, completed October 2008
 - Core Curriculum with Editing & Writing Specialty Area, completed September 2003
- Certification by the Board of Editors in the Life Sciences, 2001
- In-depth knowledge of AMA style guidelines, ACCME requirements, FDA guidelines, regulatory guidelines, & editorial production processes
- Exceptional decision-making and problem-solving capabilities
- Talent for juggling multiple projects and shifting priorities
- Work successfully with a team and independently to meet deadlines

AFFILIATIONS: American Medical Writers Association; Board of Editors in the Life Sciences; Editorial Freelancers Association; International Society for Medical Publication Professionals.

SOFTWARE SKILLS: MS Word, PowerPoint, Excel; Adobe Acrobat, InDesign; EndNote.

STYLE MANUALS: AMA, CSE, APA.

THERAPEUTIC AREAS: *Topics in which I have the most experience:* Cardiovascular disease, infectious disease, obstetrics & gynecology, oncology, radiology/nuclear medicine.

Other topics covered: Alcoholism, Alzheimer's disease, analgesia, angioplasty, behavioral disorders, biomedical sciences, brain, cancer/oncology, cardiology, cerebrovascular disease, diabetes, emergency medical services, exercise/fitness, family medicine, gastroenterology, hand surgery, internal medicine, magnetic resonance imaging, medicolegal issues, neurology/neurosurgery, neuroscience, nutrition, pain, preventive medicine, psychiatry, psychology, sexually transmitted diseases, stress, substance abuse, thoracic surgery, trauma, urology, virology.

MEDIA: AMCP dossiers, books, briefing documents, clinical study reports, DVDs, investigator brochures, journals, manuals, meeting materials, monographs, newsletters, posters, slide kits, videos, web sites.

SELECTED CLIENTS: In addition to the medical publishers listed below, some of my other clients have included BioScience Communications, Cephalon, Inc., Curry Rockefeller Group, Eubio Medical Communications, Family Physicians Inquiries Network, Health Strategies Group, International Guidelines Center, Memorial Sloan-Kettering Cancer Center, Synchrony Medical Communications, and Teva.

I maintain confidentiality agreements that preclude discussion of many projects.

SELECTED FREELANCE EXPERIENCE

Freelance Copyeditor

Frontline Medical Communications Parsippany, NJ 04/2018 - present
 Copyedit and factcheck Residents' Rapid Review (RRR) quiz for *The Journal of Family Practice*.

Other journals copyedited: *Chronic Pain Perspectives, Clinician Reviews, Federal Practitioner, Journal of Hospital Medicine, OBG Management.* 10/2013 - present

Freelance Copyeditor

Frontline Medical Communications Parsippany, NJ 01/2010 - 09/2013
 Copyedited, copyfitted, and proofread articles for *The Journal of Family Practice*. Correct InDesign page proofs. Quadrant HealthCom was renamed Frontline Medical Communications.

Freelance Copyeditor

Dowden Health Media Montvale, NJ 04/2008 - 12/2009
 Copyedited, copyfitted, and proofread articles for *The Journal of Family Practice*. Correct InDesign page proofs. I continued in this capacity for Quadrant HealthCom, which bought several of Dowden's journals.

Freelance Copyeditor

American Society of Clinical Oncology Alexandria, VA 06/2001 - 07/2004
 Copyedited summaries of findings from cancer studies presented at ASCO's Annual Meetings.

Freelance Copyeditor

Ascend Media Jamesburg, NJ 04/2001 - 03/2008
 Copyedited *The American Journal of Managed Care*.

Freelance Copyeditor

Elsevier Science Inc. New York, NY 11/1998 - 04/2005
 Copyedited *Annals of Thoracic Surgery*.

Other journals copyedited (selected list): *American College of Obstetricians and Gynecologists Clinical Review* (newsletter); *Biological Psychiatry*; *Cardiovascular Radiation Medicine*; *Cognitive Development*; *Free Radical Biology and Medicine*; *Nuclear Medicine and Biology*; *Nutrition*; *Obstetrics and Gynecology*; *Prostaglandins and Other Lipid Mediators*; *Urology*.

Freelance Copyeditor/Production Editor

Lippincott Williams & Wilkins Philadelphia, PA 11/1997 - 02/2000
 Copyedited journals: *Alzheimer Disease and Associated Disorders*; *Menopause: The Journal of The North American Menopause Society*; *Techniques in Hand and Upper Extremity Surgery*; *Techniques in Shoulder and Elbow Surgery*; *Clinical Journal of Pain*.

Production Editor (Project Manager) for journals:
Menopause: The Journal of The North American Menopause Society;
Techniques in Hand and Upper Extremity Surgery;
Techniques in Shoulder and Elbow Surgery.

Freelance Copyeditor

Cambridge University Press

New York, NY

06/1996 - 09/2000

Copyedited the journal *Psychophysiology*.**EDUCATION**

American Medical Writers Association (AMWA)**Annual Conference**

Comparing and Contrasting US and EU Regulatory Processes

Washington, DC

Nov 1-3, 2018

Annual Conference

Understanding the Principles of Kaplan-Meier Analysis

Orlando, FL

Nov 1-4, 2017

Annual Conference**Composition & Publication Certificate completed**
Using Design to Improve the Readability of Medical Documents

Memphis, TN

Oct 8-11, 2014

Annual Conference

Usage: Choosing the Right Word for the Job

Columbus, OH

Nov 6-9, 2013

Annual Conference

Ethical Standards in Medical Publication

Sacramento, CA

Oct 3-6, 2012

Annual ConferenceWriting Abstracts;
Making Effective Slides

Jacksonville, FL

Oct 20-22, 2011

Annual Conference

Regulatory Aspects of the Drug Development Process

Milwaukee, WI

Nov 11-13, 2010

Annual Conference

Writing & Designing Materials for Patient Education

Dallas, TX

Oct 22-24, 2009

Annual Conference**Advanced Certificate completed**
Understanding and Reporting the Performance Statistics of Diagnostic Tests;
Risks and Ratios

Louisville, KY

Oct 23-25, 2008

Annual ConferenceUnderstanding Sample Size and Study Power;
Advanced Writing

Atlanta, GA

Oct 11-13, 2007

Annual ConferencePreparing CME Materials: Concepts, Strategies,
and Ethical Issues;
Microediting

Albuquerque, NM

Oct 26-28, 2006

AMWA Mid-Atlantic Chapter ConferenceAdvanced Data Presentation (Advanced);
Rhetorical Grammar (Advanced)

Alexandria, VA

June 2005

Annual Conference Macroediting (Advanced); Statistics for Medical Writers and Editors; Outlining for Writers and Editors	St. Louis, MO	Oct 21-23, 2004
AMWA Mid-Atlantic Chapter Conference Business Aspects of a Freelance Career	Alexandria, VA	June 2004
Annual Conference Core Certificate IN Editing/Writing completed Effective Paragraphing; Organizing the Biomedical Paper; English Usage and Abusage	Miami, FL	Sept 18-20, 2003
Annual Conference Writing and Copyediting the Multimedia Project; Writing Pharmaceutical Advertising Materials; Writing and Editing Foundation Grants; Essentials of Preparing CME Materials for Medical Professionals	San Diego, CA	Oct 31-Nov 2, 2002
Annual Conference Scope of Medical Communications; Improving Comprehension; Interventional and Observational Research Design	Norfolk, VA	Oct 24-27, 2001
Annual Conference Basic Grammar and Usage; Sentence Structure; Punctuation for Clarity and Style	Miami, FL	Nov 8-11, 2000
Wellesley College Bachelor's, Psychobiology	Wellesley, MA	1980-1984

PUBLICATIONS & WRITING SERVICES

Bogen ML. Freelance forum. *AMWA J.* [2014;29\(1\)](#):26, 28, [2014;29\(4\)](#):189, [2015;30\(1\)](#):37, [2015;30\(2\)](#):82-83, [2015;30\(4\)](#):183, [2016;31\(1\)](#):43-44, [2017;32\(1\)](#):33, [2017;32\(2\)](#):80-81, 83, [2017;32\(3\)](#):132-133, 133-134, [2018;33\(1\)](#):11-13, [2018;33\(2\)](#):92-93, [2018;33\(3\)](#):130-131, 131-132.

Bogen ML. What is the Drug Information Association? *AMWA J.* [2011;26\(3\)](#):130-131.

Bogen ML. Tips on starting a freelance editing career. *AMWA J.* [2010;25\(1\)](#):29-30.

Provided writing services for 3 articles on back pain published in quarterly newsletter. *Back in the News*, Spring 2010. Articles available upon request.

Provided writing services to MD author for article on infertility that was published in a journal on sexuality, reproduction, and menopause, May 2008. Article available upon request.

Eichenfield LF, Bogen ML. Absorption and efficacy of miconazole nitrate 0.25% ointment in infants with diaper dermatitis. *J Drugs Dermatol.* 2007 May;6(5):522-526.
<http://jddonline.com/articles/dermatology/S1545961607P0522X/1>.

Wrote summaries of medicolegal cases for *OBG Management* (May 2005 - August 2006) from case notes published in the monthly newsletter, *Medical Malpractice Verdicts, Settlements & Experts*. Samples available upon request.

Bogen ML. Web site reviews. *AMWA J.* 2004;19(3):133.

Bogen ML. Annual conference coverage: open sessions. How to structure clinical study report drafts and reviews to save time and peace of mind. *AMWA J.* 2003;18(4):165-166.

Bogen ML. Web site reviews. *AMWA J.* 2003;18(3):134. 2003;18(1):39.

PRESENTATIONS

American Medical Writers Association (AMWA)

Annual Conference

How-To Seminar: Advanced Microsoft Word 2010 for Windows

Memphis, TN

Oct 10, 2014

Annual Conference

Open Session: Leveraging the Talent in the Editorial Freelancers Association (EFA): What Editorial Professionals Can Do for You

Columbus, OH

Nov 08, 2013

Panel presentation on differences between editing and proofreading

Annual Conference

Open Session: Scope of Medical Communications

Panel presentation on freelance editing

Panel moderator: 2009

Dallas, TX

Oct 23, 2009

Louisville, KY

Oct 23, 2008

Atlanta, GA

Oct 11, 2007

Albuquerque, NM

Oct 26, 2006

Annual Conference

Breakfast Roundtables

Making the Most of Microsoft Word 2010

Electronic Editing for Beginners

Sacramento, CA

Oct 06, 2012

Dallas, TX

Oct 23, 2009

Louisville, KY

Oct 23, 2008

Atlanta, GA

Oct 11, 2007

Albuquerque, NM

Oct 26, 2006

Pittsburgh, PA

Sept 29 & 30, 2005

Annual Conference

Breakfast Roundtable

Speed Editing, a Structured Approach to Editing

Any Biomedical Manuscript

St. Louis, MO

Oct 22, 2004

PRO BONO

Chester Volunteer Ambulance Corps

Emergency Medical Technician-B

New York State License #258052

CVAC President, 2000 - 2003

Executive Board member, 2006 - 2011

Executive Board Chairperson, 2008, 2011

Chester, NY

1999 - 2013