JANICE GELB

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October 1991 - present
Developmental Editor
Sun Microsystems, Inc., now Oracle Corporation (Melbourne)

- Have autonomous editorial responsibilities for documentation projects, including serving as an editorial and authoring tools resource for writers. Projects include structural and copy editing for printed documentation, online help, wiki content, technical white papers, and KnowledgeBase articles for cloud computing, Solaris development software, Java applications, StarOffice/Open Office, storage software, and portal server products.

- Wrote and maintain the internal user's guide for a customized oXygen XML/SGML authoring tool and a documentation tools troubleshooting guide.

- Developed and taught day-long courses for new writing groups and the India Engineering Center on the *Sun Editorial Style Guide* and on constructing procedures. Helped develop a three-day internal course to teach an XML-based word processing tool (Epic), co-taught the ongoing class, and maintained the course material. Was certified by ArborText as a trainer for our internal version of ArborText Editor.

- Developed and maintain the Information Products division's web site. Created a style guide for web documents.

- Serve as the editorial representative on the team that developed and maintains the XML/SGML DTD used for published documentation, the tools maintenance team, and strategy teams for the future direction of wiki and web-based documentation delivery. Help monitor the authoring tools support alias and edit tools KnowledgeBase articles.

- Served as the project lead for several updates of an international award-winning internal editorial style guide, and also as the project lead for all editions of the generic commercial version widely regarded as an industry standard and often used as a textbook (*Read Me First! A Style Guide for the Computer Industry*).

- Was the principal editor of a commercially available Best Practices Guide series, and wrote the *Constructing Lists and Procedures* and *Developing a Corporate Style Guide* booklets.

- Was the editorial project lead for a cross-company team (including IBM and Hewlett-Packard) developing the documentation and online help for the Common Desktop Environment (CDE). Wrote the editorial style guide and online help style guide for the project. Built writing and editing processes and schedules for use across all the participating companies. Helped modify FrameMaker templates for use in shared documentation. Helped create a sample online help volume for writers.

- Received several internal project and performance bonuses, and several Society for Technical Communication (STC) documentation awards.

- Worked successfully and efficiently with remote teams in Santa Clara, CA; Broomfield, CO; and Bangalore, India.

April 1986 - September 1991
Principal Editor
Ashton-Tate Corporation (Torrance, CA, and San Jose, CA)

- Had autonomous editorial responsibilities for documentation projects, including involvement in the initial planning of the documentation set, developmental editing, serving as a resource for writers, structural and copy editing of hard-copy documentation and online help and tutorials, scheduling, proofing intermediate and final production versions, and checking bluelines.

- Took over the writing of some manuals. Also wrote, maintained, and implemented company and project style guides; was instrumental in developing editorial and production processes. Products included business software for the DOS (dBASE, Framework), Macintosh, and NeXT platforms.

- Received several STC documentation awards.

Other experience includes positions as an academic editor, typesetter, and graphic artist.

Education: B.S. in Journalism with Honors (Editing major), University of Florida

Certified Internal Trainer on Epic, an SGML/XML tool from Arbortext

Presentations and Papers

Presentations

- "Documentation and the System Administrator," Invited Talk, LISA (Large Installation System Administration) Conference, USENIX, November 2008

- "Updating a Corporate Style Guide: Process and Reality," presentation for the 55th International Technical Communication Conference, Society for Technical Communication, June 2008

- Invited speaker, "Creating a Corporate Style Guide," Tech*COMM Conference, July 2001

Papers

- "Updating a Corporate Style Guide: Process and Reality" (*Proceedings of the 55th International Technical Communication Conference*, Society for Technical Communication, 2008)

- "Avoiding Traumatic XML/SGML Transitions: Moving to XML/SGML Without Losing Your Writers Along the Way" (*Proceedings of the 50th International Technical Communication Conference*, Society for Technical Communication, 2003, p. 1)

- "Editing in a Single-Source Environment" (*Proceedings of the 48th International Technical Communication Conference*, Society for Technical Communication, 2001, p. 522)

- "Developing a Company Style Guide" (*Proceedings of the 44th International Technical Communication Conference,* Society for Technical Communication, 1997, p. 46)