



# The University of Georgia

College of Education  
*Department of Lifelong Education, Administration, and Policy*  
Programs in Adult Education, Educational Administration & Policy, Qualitative Research

*Letter of Qualifications for Susan J. Houck*  
February 23, 2008

Susan J. Houck is a professional desktop publisher who has strong skills in formatting and copyediting. Through her experiences while working at the University of Oklahoma, Ms. Houck brought to completion almost 100 books in her tenure with Document Production Services. I had the good fortune of working with Ms. Houck who brought to order the text, *Special Programs in Regular Schools: Historical Foundations, Standards, and Contemporary Issues* (1999, Allyn & Bacon). As the lead author, Ms. Houck assisted me with formatting, copy editing, and bringing to order the manuscript (about 600 pages of text) before the publisher received the final copy. I have written more than 15 books, and the work that Ms. Houck did to assist with bringing closure to this book was greatly appreciated.

Ms. Houck is conscientious, she meets deadlines, and she patterns her work schedule to ensure that the “work gets done” according to publisher specifications. Her conceptual understanding of the technical aspects of writing and editing coupled with her technology skills enables authors to focus on the content—Susan Houck takes care of everything else. Susan is also pleasant to work with, and she has a calming demeanor that assures the client that in the end, deadlines will be met.

Susan has an eye for detail. I was amazed at how many “glitches” she found, corrected, or made suggestion for improvements within the manuscript. When an author is writing a text, the last few weeks before sending the manuscript are frenetic. Ms. Houck was able to adjust her work schedule, prioritize tasks, and help my coauthor and myself beat the deadline. We would not have made our deadline, let alone beat it without the assistance of Ms. Houck. Her layouts including tables and figures were crisp, followed APA style, and communicated the meaning, precisely.

I heartily recommend Ms. Susan Houck for any aspect of editorial services, publication production, and copy-editing. I have confidence in Ms. Houck and her work. Ms. Houck is a consummate professional with an admirable work ethic. Please do not hesitate to contact me for more detail about Ms. Houck or her work.

Sincerely,

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