

# COPY-WRITING

## Specialist Consultants

**DAVID BARRACLOUGH**

MSc PhD (Director)

12A Alfred St  
Observatory 7925  
[copy-writing.co.za](http://copy-writing.co.za)

Our company is a close corporation (CC), trading as *Copy-Writing Specialist Consultants*, and is based in Cape Town, South Africa.

Copy-Writing offers a wide range of editing, proofreading, research facilitation and writing services to academic and business clients across South Africa and internationally.

Editing and writing services are done by consultants with a Masters degree or higher, and all consultants have substantial relevant experience. The Director holds a PhD and has more than 30 years of editing, writing and research experience. He also holds a postgraduate certificate in Editing: Principles and Practice (with Distinction) and a certificate in Copy-Editing and Proofreading (with Distinction).

### Close Corporation details

*Registration number:* 2002/106448/23

*Tax number:* 9050640169

*Active member/Director:* Dr D.A. Barraclough

*B-BBEE:* Level 4 contributor and 100% B- BBEE procurement recognition

*Accountant:* Mr Mark Bredenkamp, PC Management Services ([markb@pcman.co.za](mailto:markb@pcman.co.za))

### Bank account details

*Finefocus CC:* Cheque account, Standard Bank (Kloof Branch, code 045526), account no. 240770382, SWIFT address: SBZA ZA JJ.

### Tertiary qualifications/professional affiliations of the Director

*Dr D.A. Barraclough:* BSc, BSc (Hons) [University of Natal]; MSc [University of Natal]; PhD [University of New South Wales]; Postgraduate Certificate in Editing: Principles and Practice (with Distinction) [University of Pretoria]; Certificate in Copy-Editing and Proofreading (with Distinction) [SA Writers College]; Full Member of the Professional Editors' Guild (PEG); member of the South African Translators' Institute (SATI).

### Academic ethics

Copy-Writing subscribes to internationally recognised editing protocol relating to academic writing and, in particular, associated with theses and dissertations. *We do not write original academic content.* Copy-Writing also does not write academic essays or take tests for clients. We do not sell or promote academic documents that can be presented as original work.

In terms of our writing services, we write only for business clients.

### Client privacy

Copy-Writing maintains the privacy of all its clients. It complies with the Protection of Personal Information Act, and all client documents are deleted after payment is received. Tax invoices with the client's name (and sometimes address) are retained for seven years. All e-mails are cloud-based and are thus inaccessible on any computer hardware. We do not maintain lists of client names with associated addresses, phone numbers and emails.

### Copyright

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