



society for editors and proofreaders  
*upholding editorial excellence*

*president:* Judith Butcher  
*vice-president:* David Crystal OBE

## **SfEP Mentoring Scheme – proofreading**

The SfEP Mentoring Scheme was set up to offer supervised, on-the-job training to members of the Society who are new to professional proofreading or copy-editing. Experienced members act as mentors by providing copies of existing or past jobs for the mentee to proofread or copy-edit, reviewing their work, giving feedback and advice, and answering any questions that arise.

Before becoming a proofreading mentee, you are normally expected to have successfully completed two SfEP training courses: Introduction to Proofreading and Proofreading Problems. The Society accepts the Publishing Training Centre's distance-learning course, Basic Proofreading, in place of the SfEP introductory course. If you think you can show evidence of equivalent training, you can ask for this to be considered.

For enquiries, contact [mentoring@sfep.org.uk](mailto:mentoring@sfep.org.uk) or telephone the office on 020 8785 5617. There is a waiting list and it may sometimes be several weeks before a mentor becomes available. Application forms are available from and should be returned to: SfEP Mentoring, Erico House, 93–99 Upper Richmond Road, Putney, London, SW15 2TG.

For each mentee, the Society allocates a budget of £250 for proofreading, and mentors are asked to keep within this allowance. The cost to the proofreading mentee is £125 (or two instalments of £65) including VAT. If you decide to pay in two instalments, the first instalment should be paid with this application; the second instalment is due 30 days after your mentor sends you the job. The office will notify you of the due date.

Any mentor and mentee can make private arrangements to continue training beyond that. Successful mentees gain 10 points towards upgrading their membership.

## Guidance for mentees – proofreading

- 1 Remember to acknowledge safe receipt of the proofs and confirm the date for return of the job.
- 2 Look through the style sheet and brief, making sure you know what you are being asked to do. Remember that the proof is the final stage before the manuscript enters the public domain. This is the last chance to get things right, but unnecessary changes must be avoided; queries should be listed separately for discussion with your mentor.
- 3 Glance through the job straightaway, to see whether there is anything not covered by the brief.
- 4 If necessary, check with your mentor how to:
  - a) raise queries or discuss problems,
  - b) deliver work (you may want to return a small section of the job at an early stage so the mentor can check that you are working along the right lines),
  - c) make the final handover, and
  - d) receive feedback.

*Treat your mentor as a friendly client – be considerate, and return the job on time!*

Try to sort out any difficulties or problems between you. For further advice or in the event of irreconcilable difficulties, contact the Mentoring Director.

**NOTE:** Although it is perfectly acceptable to learn from the material you proofread, any such job and accompanying material remains **CONFIDENTIAL** to the publisher.

## Application to be a mentee – proofreading

Name: .....

Address: .....

.....

Phone: day ..... evening .....

Phone: mobile .....

E-mail: .....

Other contact: .....

***I have attended*** (tick where applicable)

yes

no

• SfEP's Introduction to Proofreading

• SfEP's Proofreading Problems

• any other training (please specify)

.....

Please list your specialist subjects or interests – e.g. gardening, chemistry, art – which might be a degree, previous work or hobby. Use back of sheet if necessary.

***I have knowledge and/or experience of***

.....

.....

***I am/am not willing to travel to meet my mentor.*** (delete as applicable)

***I can travel to*** (give places or radius:) .....

Normally the first priority in allocating a mentor will be their availability, then subject matter, and only then ease of meeting. Mentoring is often done entirely at a distance.

***I understand that the job/material I shall be working on is confidential.***

I shall abide by the terms agreed between me and the mentor and by the guidelines set out in this application form and in the guidance notes.

(signed) ..... (date) .....

Associate/Member No. to date (for office use only)

